



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Religious Activities		Policy Number: DC-ADM 819
Date of Issue: January 24, 2013	Authority: Signature on File John E. Wetzel	Effective Date: February 1, 2013

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to accommodate inmates' religious beliefs consistent with the security needs and orderly administration of the facility by providing for the orderly management of religious opportunities for all inmates under the Department's jurisdiction.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

- a. DC-ADM 819, Religious Activities, issued June 10, 2002, by former Secretary Jeffrey A. Beard, Ph.D.;
- b. DC-ADM 819-1, Religious Activities, issued September 17, 2004, by former Secretary Jeffrey A. Beard, Ph.D.;
- c. DC-ADM 819-2, Religious Activities, issued July 18, 2005, by former Secretary Jeffrey A. Beard, Ph.D.; and
- d. DC-ADM 819-3, Religious Activities, issued February 24, 2006, by former Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 003, Release of Information;
- b. DC-ADM 610, Food Services;
- c. DC-ADM 801, Inmate Discipline;
- d. DC-ADM 803, Inmate Mail and Incoming Publications;
- e. DC-ADM 807, Inmate Grooming & Barber Cosmetology Program;
- f. DC-ADM 812, Inmate Visiting Privileges;
- g. 1.1.4, Centralized Clearances;
- h. 1.1.6, Volunteers and Interns in the Department;
- i. 3.1.1, Fiscal Administration;
- j. 5.1.1, Staff development & Training;
- k. 6.3.1, Facility Security;
- l. 6.5.1, Administration of SL5 Housing Units;

m. 6.5.8, Administration of Capital Cases;

n. 11.2.1, Reception and Classification; and 13.2.1, Access to Health Care.

2. ACA Standards

a. Administration of Correctional Agencies: None

b. Adult Correctional Institutions: 4-4512, 4-4513, 4-4514, 4-4515, 4-4516, 4-4517, 4-4519, 4-4520, 4-4521

c. Adult Community Residential Services: None

d. Correctional Training Academies: None



PROCEDURES MANUAL
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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

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Section 1 – General Procedures

A. Inmate Participation

1. Opportunities for religious activities are open to the entire inmate population, without regard to race, color, nationality, sexual orientation, or creed.¹
2. An inmate may designate his/her religious preference upon intake and may request to change his/her religious preference once every six months by signing an **Inmate Request to Change Religious Preference Form (Attachment 1-A)** in the presence of his/her Facility Chaplaincy Program Director (FCPD). Noting a religious preference on this form is for self-identification purposes only and does not bind the Department to accommodate any religious belief or practice, other than respecting the inmate's right to believe as he/she chooses. The FCPD will forward the completed **Inmate Request to Change Religious Preference Form** to the Inmate Records Office. Inmate Records will note changes in religious preference in the mainframe within 30 calendar days of submission. Religious accommodations and participation by inmates in primary religious gatherings and activities may be limited to those inmates who are formally registered as identifying with that respective religion and who have demonstrated a sincerely held religious belief.
3. Religious services and programs shall be centralized for General Population status inmates. Participation or non-participation in religious programs is voluntary on the part of each inmate.
4. Custody Level 5 inmates will receive visitation from faith group chaplains at their cells as noted in **Subsection D. below**.
5. An inmate desiring to participate in a religious activity may request to attend a scheduled activity by submitting a **DC-135A, Inmate's Request to Staff Member**, to the FCPD.
6. Upon request, a General Population inmate is to be excused, without pay from work, up to once a week to attend one scheduled primary religious gathering. As institutionally feasible, and upon request, an approved General Population inmate is also to be excused, without pay from work, to participate in a special holy day service (e.g., Mass on a Catholic Day of Obligation, Evening Prayers during Ramadan, the Passover Seder, Hanukkah candle lighting, Holy Thursday/Good Friday/Christmas Eve services, etc.). Only with the permission of an inmate's supervisor, may an inmate be excused from work, without pay, to attend other religious activities (e.g., instructional classes, studies, retreats, seminars, etc.).
7. Facilities with segregated housing units (e.g., Young Adult Offenders [YAO], Diagnostic Classification Centers [DCCs], initial Reception Units, Forensic Treatment Centers [FTCs], Outside Service Units, etc.) and/or other units with limited access to the Religious

¹ 4-4517, 4-4217

Services Area should make every attempt to accommodate inmates in segregated housing units with opportunities separate from the General Population to practice their faith communally.

8. Facilities may elect to summon inmates for scheduled religious activities via an “all call” and/or a “call-out” system. For those religious activities for which a call-out is used, failure on the part of a General Population inmate to attend at least half of the scheduled activities within a designated time period, as set by the facility, or the inmate missing a consecutive number of scheduled activities, will result in the inmate being automatically removed from the “call-out” for that faith group for a period of six months. After six months, the inmate may request to be added to the call-out for that particular religious activity.
9. While the Department does not ordinarily require an inmate to profess a religious belief, when the nature of the religious activity or practice (e.g., attending a holy day observance, participating in a sacred ritual/religious fast/ceremonial meal, ordering or possessing religious devotional articles and/or wearing religious headgear, etc.) pertains specifically to a particular belief, only those inmates who have designated their religious preferences and who are recommended for participation in said religious activity by the faith group leader will be included. Minimally, participation in special holy day observances, including ceremonial meals, will be limited to those inmates who have participated in at least half of the primary worship gatherings which have taken place six months prior to the observance (as applicable).
10. When considered necessary for the security and good order of the facility, the Facility Manager, in consultation with the FCPD, may restrict or limit attendance or suspend a religious activity.
11. If a state of emergency exists, the Facility Manager/designee will determine the appropriate level of religious activities to be offered.

B. Religious Services Area

1. Each facility will provide a separate physical location for use as a Religious Services Area that shall be made available for religious activities.² This space will be faith-neutral when not in use. Faith group symbols will be displayed only when a respective faith group is using the Religious Services Area and will be stored at the conclusion of the religious activity. As approved, other areas in the facility may be used for religious gatherings, including the gym and classrooms. At the discretion of the Facility Manager/designee, secure outdoor areas within the perimeter of the facility may be authorized for use by nature-based faith communities (e.g., Native American, etc.).
2. Reasonable, accessible, secure and separate storage space for faith group communal sacred objects will be provided by the facility in the Religious Services Area and

² 4-4520

maintained by the FCPD/designee. The **Communal Sacred Objects Chart** (refer to **Section 3, Attachment 3-C**) summarizes the approved sacred objects for use in religious gatherings.

3. Communal sacred objects stored in the Religious Services Area are subject to search. To ensure sacred objects are respected, the searching of communal sacred objects used in religious gatherings shall be done in the presence of the FCPD/designee.
4. All religious activities will be under the supervision of the FCPD, a Facility Chaplain, a Religious Contract Service Provider, or an approved designated corrections employee. Security personnel will be present as determined by the Facility Manager/designee.
5. Religious Vendors, Public Visitors and approved volunteers may facilitate religious gatherings, provided they are supervised by a FCPD, a Facility Chaplain, a Religious Contract Service Provider, or an approved designated corrections employee. Security personnel will be present as determined by the Facility Manager/designee. At the discretion of the Facility Manager, the use of security cameras may be used to monitor religious activities.
6. All religious activities will be scheduled through the FCPD and approved by the Facility Manager/designee. As is feasible, primary religious gatherings and holy day observances will be scheduled at a time consistent with the religious practices and beliefs of each respective faith group. For holy day observances which take place at times that conflict with formal count times (e.g., ceremonies, fast-breaking, prayers, etc., that take place after sunset or at nightfall), facilities may elect to adjust their formal count time or to place inmates participating in the holy day observances on an out-count.
7. Religious Library

With the approval of the Facility Manager/designee, facilities may provide a Religious Library to facilitate the lending of religious literature and audio/visual resources as permitted by policy. Religious music, instruction, and sacred language teaching tapes may be lent to inmates.

- a. The FCPD will ensure that all resources in the Religious Library have been screened and inventoried on a basis determined by the facility. Resources available for loan or for viewing only in the Religious Services Area must meet the content standards of **DC-ADM 803, "Inmate Mail and Incoming Publications."**
- b. The FCPD will maintain a record of borrowed resources.
- c. Facilities may opt to place all non-reference religious reading materials in the facility's general library for easy access to all inmates.
- d. The FCPD will ensure that Security Level 5 Housing Unit inmates have access to religious literature as outlined in **Subsection D. below**.

- e. A publisher or religious charitable organization may donate religious tapes, videos, CD's, and DVD's to the Religious Services Department for review by the FCPD and Security and for inclusion in the Religious Library for general distribution to inmates as appropriate. Such donated publications may come from any source to the extent that the publications will enhance religious offerings without compromising security operations.
- f. Donated religious literature in a language other than English will need to be reviewed first by a staff person who is fluent in that language and who is able to verify that the content of the literature meets all specifications in Department policy **DC-ADM 803**. If no staff member is fluent in the language of the donated religious literature, the FCPD may contact the Religion, Volunteer, and Recreational Services Program Administrator, BTS, for assistance.
- g. Inmates may donate sacred texts and religious literature to the Religious Services Department for placement in the Religious Library, as the FCPD deems appropriate.

8. Display of Religious Literature

Religious literature, displayed in the Religious Services Area, will reflect the faith groups in the facility, will be labeled according to faith group and will be displayed in an equitable fashion.

- 9. If a state of emergency exists, the Facility Manager/designee will determine the appropriate level of religious activities to be offered.

C. Religious Worship and/or Ritual Practices³

1. Sacred and Foreign Languages

- a. Sacred texts and prepared liturgical/formal prayers may be recited in the sacred language required by the respective religion (e.g., Hebrew, Arabic, etc.).
- b. Messages and teachings (e.g., sermons, homilies, khutbahs, meditations, etc.) must be delivered in the English language.
- c. The Facility Manager, in consultation with the FCPD and the Religion, Volunteer and Recreational Services Program Administrator, BTS, may authorize the delivery of programs in other languages (e.g., Spanish) only when it is appropriate in order to accommodate the overall needs of the population. If no staff, contractor or volunteer knowledgeable of the language used in the gathering is available to supervise the religious activity, the facility may cancel the program.

³ 4-4517

- d. Facility Chaplains, Religious Contract Service Providers, Religious Vendors, Volunteers and Public Visitors may teach sacred languages (e.g., Hebrew, Arabic, etc.).
- e. The use of digital learning devices is permitted in the Religious Services Area only. Inmates may not possess digital learning devices in their cells.

2. Communal Sacred Objects

Sacred objects permitted for communal religious activities are outlined in **Section 3, Religious Articles and Accoutrements**, of this manual.

3. Unauthorized Practices

The following religious practices and activities are not authorized in the Department:

- a. animal sacrifice;
- b. language or behaviors that could reasonably be construed as a threat to safety, security or the orderly running of the facility (e.g., curses, negative spells, etc.);
- c. nudity;
- d. self-mutilation;
- e. use, display, or possession of weapons or what appears to be a weapon (e.g., paper sword, etc.);
- f. paramilitary exercises;
- g. self-defense training;
- h. sexual acts;
- i. profanity;
- j. consumption of alcohol by inmates (unless where specified in policy);
- k. ingestion of illegal substances;
- l. proselytizing;
- m. encryption; and/or
- n. disparagement of other religions.

4. Baptisms

As baptism, whether by sprinkling, pouring or immersion, is an essential tenet for many different Christian groups, baptisms are permitted in the Department. However, in light of the risk of infectious, contagious, and communicable diseases, the below listed precautions will be followed by all facilities conducting baptism by immersion.

- a. The baptistery/whirlpool/bathtub is to be cleaned with a disinfectant prior to and after each use.
- b. A baptismal candidate who has a contagious disease, open cut or sore, or infection:
 - (1) will be referred to medical prior to a baptism ceremony;
 - (2) may not be permitted to experience baptism by immersion as long as his/her health condition poses a risk of contracting or transmitting infectious, contagious, or communicable diseases; he/she may be baptized by the pouring or sprinkling of water;
 - (3) will have his/her baptism by immersion deferred until that time when he/she is verified by medical as not presenting a risk of contracting or transmitting infectious, contagious, or communicable diseases.
- c. Baptisteries must be filled no sooner than two hours prior to the baptism(s) or, if the baptistery is filled more than two hours prior to the baptism(s), it must be securely covered until the time the baptistery is utilized.

5. Review of Religious Practices

The Facility Manager/designee may periodically review religious practices to determine whether a religious practice remains within the scope of best correctional practice. If the Facility Manager/designee determines that a religious practice jeopardizes facility safety, security and/or the good order of the facility, the practice may be temporarily suspended. The Religion, Volunteer and Recreational Services Program Administrator, BTS, shall be notified of all suspensions of religious activities. The religious practice may resume only upon completion of a thorough evaluation of the practice by BTS, legal and the Executive Deputy Secretary, with respect to compelling governmental interests and least restrictive alternatives.

D. Inmates in Special Housing

1. A representative of the Religious Services Department will visit inmates housed in Security Level 5 Housing Units, the facility infirmary, mental health units, and other segregated housing units **on a daily basis** in accordance with Department policy **6.5.1, "Security Level 5 Housing Units."** As directed by the FCPD, Faith Group Chaplains shall visit inmates housed in Security Level 5 Housing Units, the facility infirmary, mental

health units, and other segregated housing units a minimum of once a week.⁴ **All Chaplains entering/exiting the unit shall sign in/out on the DC-702. Unit staff shall make entries in the logbook and daily report documenting the visit.**

2. Inmates in Security Level 5 Housing Units may possess sacred texts and religious literature as outlined on the **Individual Sacred Objects Chart** (refer to **Attachment 3-B**). Security Level 5 Housing Unit staff shall inspect all religious materials before they are given to inmates.
3. Where sacred texts and other religious literature are available in both soft and hard bound copies, soft bound copies will be provided to inmates in Security Level 5 Housing Units. In accordance with Department policy **6.5.1, “Administration of Security Level 5 Housing Units,” Section 1**, hard bound sacred texts are permitted in Security Level 5 housing Units; however, the Institution Publication Review Committee (IPRC) may impose a “soft bound only restriction” with reasonable cause (e.g., found contraband, inappropriate use of hard bound book, etc.).
4. The FCPD shall develop local procedures to permit a Security Level 5 inmate access to books from the Religious Library based on the inmate’s custody status and management phase/level.
5. The facility will ensure that the Religious Services Department is notified when an inmate is admitted to an outside hospital. As feasible, the FCPD/designee will visit inmates admitted to outside hospitals in accordance with Department policy **DC-ADM 812, “Inmate Visiting Privileges,” Section 1**. When the hospital to which an inmate is admitted is closer to another state correctional facility, FCPDs may contact each other to coordinate visitation.
6. An inmate in a specialized housing unit may visit with his/her Religious Advisor in accordance with Department policy **6.5.1**.

E. Food Services

Special foods may be provided as required for the celebration of major religious holy days consistent with established Department policy. Otherwise, food preparation shall conform to Department policy **DC-ADM 610, “Food Services.”**

1. Ceremonial Meals
 - a. The BTS will issue memos regarding all approved ceremonial meals, from which each facility is to prepare a Plan of Action, coordinated between the FCPD, the respective Facility Chaplain/Contract Chaplain, Security, Food Service Manager and Business Manager, as needed. Inmates participating in ceremonial meals are restricted to the

⁴ 4-4273

rules and regulations governing these observances as outlined in policy and in BTS memos.

- b. In order to attend a respective ceremonial meal, the inmate must be a member in good standing of the sponsoring faith community for a period of six months. For an inmate to be considered an inmate in good standing, he/she will have had to participate in at least half of the primary worship gatherings which have taken place six months prior to the ceremonial meal (as applicable). Additionally, inmate participants in ceremonial meals must be free of Class I misconducts (refer to Department policy **DC-ADM 801, “Inmate Discipline”**) for a period of six months. An inmate placed on non-contact visit status is not eligible to participate in ceremonial meals in accordance with Department policy **DC-ADM 812**.
- c. Inmates who are members in good standing of a respective faith community must sign up for participation in ceremonial meals by the deadline established by the facility.
- d. Ceremonial meals are limited to a maximum of three hours in duration. This limit includes the time for processing inmates to and from the location of the ceremonial meal.
- e. Menu items provided by the facility and optional menu items (if applicable), which are permitted to be purchased by the faith community, will be limited to those noted on the respective BTS holy day observance memos. All food items will be purchased and prepared by the facility. Only food items that can be reasonably prepared by facility staff are considered for approval. The Food Service Manager will supervise the service of the food to ensure that safe and sanitary practices are followed.
- f. The ceremonial meal will replace either the normally scheduled lunch or dinner meal.
- g. Costs for optional menu items are to be divided equally among the inmates participating in the ceremonial meal. Inmates may not order optional menu items individually.
- h. An inmate, attending a ceremonial meal that involves optional menu items paid for by the inmate community, is required to submit a **DC-138A, Cash Slip** to his/her FCPD by the deadline established by the facility to ensure that necessary funds are available.
- i. Monetary donations are permitted from outside individuals or organizations, as permitted by policy, to offset the cost to the inmate community for optional menu items. These monies will be used by the facility’s Food Services to purchase approved menu items with the approval of the Facility Manager/designee. Financial donations may not be designated for specific inmates.
- j. Food items for inmate consumption at ceremonial meals may not be donated by any outside individual, organization, vendor or community.

- k. An inmate in Disciplinary or Administrative Custody, cannot attend a ceremonial meal, for which the inmate has already had funds deducted from his/her account or for which food has already been ordered, there will be no reimbursement of funds unless asked for by the inmate and approved by the Facility Manager/designee. Reimbursement will be made for inmates placed on medical lay-in, transfer, scheduled court appearance, or release.
 - l. Inmates are not permitted to pay for the cost of ceremonial meals for other inmates or to invite inmate or staff guests to the observances.
 - m. Participants in general population attending ceremonial meals may have second helpings of ceremonial meal items purchased with inmate funds after everyone has been served once and as long as food and time permits. All food items paid for by the inmates and not consumed by the inmate group must be discarded after each ceremonial meal.
 - n. Consistent with Department practices, other than one ration of fruit, no food items served at any ceremonial meal may be taken back to a housing unit.
 - o. Each facility will make every effort to accommodate the starting and ending times of the ceremonial meals, according to faith group practices and obligations. If the time a ceremonial meal should take place conflicts with a formal count, facilities may elect to adjust their formal count or to place participating inmates on an out-count.
2. Special Religious Diet Bags⁵
- a. Food Services will prepare and distribute special religious diet bags for approved inmates for specific holy day observances (e.g., Kosher for Passover Diet Bags during Passover, Sahur bags during Ramadan, etc.).
 - b. Inmates who are members in good standing of a respective faith community must sign up to be accommodated with special religious diet bags for the duration of the respective holy day period by the deadline established by the facility.
 - c. An inmate approved to receive a special religious diet bag shall abide by respective rules as noted on the BTS holy day observance memo. Facilities may have inmates sign a Memo of Understanding which outlines the rules surrounding participation in and the expectations of behavior befitting inmates receiving special religious diet bags (e.g., Kosher for Passover Diet Bags, Fast Bags, Sahur Bags, etc.). The signed Memo of Understanding acknowledges that inmates have received and understand the rules governing the special religious diet bag program and that they understand that any violation of these rules may result in the individual no longer being accommodated with a special religious diet bag.

⁵ 4-4319

- d. Food Services is unable to accommodate inmates with documented allergies to certain foods or those who receive Therapeutic Diets with special religious diet bags for holy day observances. An inmate who is currently on a Therapeutic Diet for medical reasons, has a food allergy or is receiving a snack bag, and still wishes to receive a special religious diet bag for an approved holy day observance must sign a Release from Responsibility for Medical Treatment Form (refer to Department policy **13.2.1, “Access to Health Care,” Section 1**) prior to being accommodated with a special religious diet bag.
- e. The Department reserves the right to refuse to grant a special religious diet bag for an inmate whose health would be compromised by receiving a special religious diet bag.

3. Commissary

Commissary may elect to sell supplemental foods for certain holy day periods, as recommended and approved by the BTS and Pennsylvania Correctional Industries (PCI).

F. Records

Faith Group Leaders will provide the FCPD with accurate inmate attendance records for all primary religious gatherings as requested. Average yearly attendance at primary religious gatherings and other requested information will be noted by the FCPD on the **Annual Assessment of Inmate Religious Needs and Religious Personnel Form** (refer to **Attachment 2-C**) and submitted to the Religion, Volunteer and Recreational Services Program Administrator by January 15th of each year.

G. Financial Considerations

1. General Funds and Religious Materials

General Funds may be used for the purchase of sacred objects used in approved communal religious gatherings only. The kinds of sacred objects for which General Funds may be used are noted on the **Communal Sacred Objects Chart** (refer to **Attachment 3-C**).

2. Inmate General Welfare Fund (IGWF) and Religious Materials

- a. IGWF may be used for the purchase of non-religious items used by inmates in religious activities. IGWF monies are typically used for the purchase of musical instruments, sound systems, seating, non-specific floor coverings, etc., as outlined in Department policy **3.1.1, “Fiscal Administration.”**
- b. The IGWF is not to be used for faith-specific items or for items for possession by individual inmates.

- c. It is permissible for facilities to utilize IGWF monies to secure Religious Library reference books which are made available to the entire inmate population.

3. Donations

a. Donations from Outside Faith Groups and Community Citizens

- (1) With the recommendation of the FCPD, and the approval of the Facility Manager/designee, outside faith groups and community citizens are permitted to contribute financial donations and may donate approved sacred objects.⁶ All donations will be received in accordance with Department policy **3.1.1** and are subject to the approval of the Facility Manager.
- (2) Financial Donations
 - (a) Outside Faith Groups, community citizens, volunteers, and Religious Contract Service Providers and Religious Vendors may donate financial resources to offset ceremonial meal costs and to secure other approved items for use in the Religious Services Area.
 - (b) Solicitation of funds and donations by Commonwealth employees is prohibited; however, Department staff may make the need for certain kinds of religious materials known in their communities (e.g., sacred texts, religious literature, communal sacred objects, etc.).
- (3) Sacred Object Donations
 - (a) Outside Faith Groups, community citizens, volunteers, and Religious Contract Service Providers and Religious Vendors may donate approved sacred objects for either individual or communal use, provided these donations are approved by the Facility Manager/designee and do not jeopardize the security of the facility.
 - (b) Donated sacred objects must be similar in size and color to those articles approved in the **Religious Articles Catalog** (refer to **Attachment 3-A**).
 - (c) Donations may not be earmarked for individual inmates.
 - (d) The in-kind donation of menu items for ceremonial meals is not permitted.

b. Inmate Donations to Charitable Organizations

The FCPD, with approval of the Facility Manager/designee, may submit, as part of his/her Annual Plan, a proposal to collect voluntary cash slips from respective inmate

⁶ 4-4521

faith groups for the purpose of making a group donation to a facility approved charitable organization(s). Coordination of such periodic donations will take place in consultation with the Business Office to ensure the most effective and least burdensome method of collecting donations.

c. Inmate In-House Donations

Inmates are not permitted to contribute funds for the purpose of securing sacred objects used by inmate communities or to pay for indigent inmates to attend ceremonial meals.

H. Religious Advisors

1. As per Department policy **DC-ADM 812, Section 2**, every inmate, including those in Security Level 5 Housing Units, will be permitted to designate and meet with a Religious Advisor. Requests for designation of an individual Religious Advisor must originate with the inmate or, if initiated by a community religious leader, be accepted by the inmate before Religious Advisor visits commence.⁷
2. Facility Chaplains, Contract Service Providers, as well as immediate family members, relatives of inmates, including significant others and friends of inmates, are not permitted to serve as Religious Advisors.
3. Volunteers and Public Visitors shall not be approved as Religious Advisors in any facility in which they serve as a Volunteer or Public Visitor. A Volunteer or Public Visitor may serve as a Religious Advisor in a facility where he/she is not a Volunteer or Public Visitor. In the event that a Volunteer or Public Visitor wishes to be a Religious Advisor in a Department facility where he/she does not volunteer, written permission must be obtained from the Facility Manager/designee in both facilities granting permission for this individual to serve as a Religious Advisor.
4. The FCPD shall send each prospective Religious Advisor:
 - a. a cover letter that indicates the inmate who wishes the community religious leader to serve as his/her Religious Advisor;
 - b. a **Religious Advisor Application (Attachment 1-B)**; and
 - c. **Orientation for Religious Advisors Serving in the Department (Attachment 1-C)**.
5. A potential Religious Advisor must complete a Religious Advisor Application and submit a letter of endorsement from his/her faith community verifying that he/she is a bona fide religious leader, qualified to provide individual spiritual counseling.⁸ The endorsement

⁷ 4-4519

⁸ 4-4519

DC-ADM 819, Religious Activities Procedures Manual
Section 1 – General Procedures

letter must be dated and include the contact information of the endorsing community. It is not necessary for a potential Religious Advisor to submit a Centralized Clearance Check Information Request Form or to provide his/her Social Security Number for consideration to serve in this capacity.

6. Once the FCPD/designee has received all required documentation noted above, he/she will, in accordance with **DC-ADM 812, “Inmate Visiting Privileges,”** ensure that a **DC-312A Supplementary Authorized Visitors form** is completed, signed by both the inmate and the FCPD/designee, and is submitted to the appropriate Facility/Unit Management staff for review, signature and approval.
7. An approved Religious Advisor shall be permitted to visit the inmate in accordance with Department policy **DC-ADM 812**.
8. Designations of Religious Advisors by inmates shall be in addition to the names on the approved visiting list and will not be counted against the total of 40 names on the **DC-311A, Approved Visitors Form** (refer to Department policy **DC-ADM 812, Section 1**). Religious Advisor visits will not be counted against the number of authorized regular visits.
9. Religious Advisor visits will take place in the facility’s Visiting Room and generally, shall be no less than one hour in duration. They shall occur during regularly scheduled visiting hours. The length and number of visits for Religious Advisors may be limited depending upon available space.
10. An approved Religious Advisor may serve in that capacity for more than one inmate; however, that individual may only visit one inmate at a time. No group religious meetings may take place in the Visiting Room unless the Facility Manager/designee grants special permission. The length and number of visits for Religious Advisors may be limited depending upon available space.
11. Religious Advisors are not permitted to bring sacred texts or religious literature into the Visiting Room. Sacred texts, provided by the Department, will be available in the Visiting Room. Arrangements can be made for the placement of additional religious literature in the Visiting Room for use by Religious Advisors with the permission of the Facility Manager/designee.
12. Religious Advisors should contact the FCPD at the facility if they encounter difficulties during their visit(s).
13. The Religious Advisor shall comply with the policies and procedures governing the Visiting Room.
14. In accordance with Department policy **DC-ADM 812**, Religious Advisors are permitted to visit during the first 10 days following commitment to a Diagnostic and Classification Center (DCC).

15. When an inmate receives a copy of the approved **DC-312A Supplementary Authorized Visitors form**, approving his/her Religious Advisor, the inmate must notify the approved Religious Advisor that visits may commence.
16. The Religious Advisor shall comply with the policies and procedures governing the Visiting Room. The name of the Religious Advisor may be removed from the inmate's visiting list for security reasons or other reasons affecting the orderly operation of the facility upon the recommendation of the Shift Commander and/or FCPD and the approval of the Facility Manager/designee.
17. The FCPD may approve Orthodox Christian Religious Advisors to administer the sacrament of Orthodox Christian Communion under the condition that a droplet of wine has been dried on the wafer for sacramental purposes. If the clergy is a Religious Advisor, this sacrament will take place in the Visiting Room or in a different location approved by the Facility Manager/designee with special arrangements noted on a Gate Clearance. The frequency of this accommodation will be determined in light of staff, time, space and scheduling limitations.
18. In accordance with Department policy **DC-ADM 812**, after the Governor's warrant has been issued for capital case inmates, Religious Advisor visits will be non-contact, unless otherwise directed by court order and in accordance with Department policy **6.5.8**, **"Capital Case Administration."**

Inmate Request to Change Religious Preference Form

An inmate may designate his/her religious preference upon intake and may request to change his/her religious preference once every six months by signing this form in the presence of his/her FCPD. Noting a religious preference on this form is for self-identification purposes only and does not bind the Department to accommodate any religious belief or practice, other than respecting the inmate's right to believe as he/she chooses. Religious accommodations and participation by inmates in primary religious gatherings and activities may be limited to those inmates who are formally registered as identifying with that respective religion and who have demonstrated a sincerely held religious belief.

Name _____ DOC # _____ SCI _____

Current Religious Preference on record:

- Catholic Jewish Other
 Islam No Preference/None Protestant

I am requesting my Religious Preference be changed to:

- Catholic (Roman, Byzantine, etc.)
 Islam (Sunni, Shia, Shi'ite, etc.)
 Jewish (Orthodox, Conservative, Reform, Reconstructionist, etc.)
 Protestant (Christian, Non-Denominational, Independent, Mainline, Seventh Day Adventist, etc.)
 No Preference / None
 Other
- | | |
|--|---|
| <input type="checkbox"/> Assembly of Yahweh | <input type="checkbox"/> Nation of Islam |
| <input type="checkbox"/> Atheist | <input type="checkbox"/> Nations of Gods and Earth / 5%ers |
| <input type="checkbox"/> Bahai | <input type="checkbox"/> Native American Spirituality / Taino |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Orthodox (Eastern, Greek, Russian) |
| <input type="checkbox"/> Christian Identity/Church of Jesus Christ Christian | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Christian Scientist | <input type="checkbox"/> Pagan |
| <input type="checkbox"/> Creativity / Church of Creator | <input type="checkbox"/> Asatru |
| <input type="checkbox"/> Hare Krishna | <input type="checkbox"/> Odinism |
| <input type="checkbox"/> Hebrew Israelite | <input type="checkbox"/> Thelema |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Wicca |
| <input type="checkbox"/> Jain | <input type="checkbox"/> Other Pagan |
| <input type="checkbox"/> Jehovah's Witnesses | <input type="checkbox"/> Rastafarian |
| <input type="checkbox"/> Messianic Jew | <input type="checkbox"/> Santeria |
| <input type="checkbox"/> Moorish Science Temple | <input type="checkbox"/> Satanist |
| <input type="checkbox"/> Mormon | <input type="checkbox"/> Shetaut Neter / MAAT / Ausarian |
| <input type="checkbox"/> Muhammad's Temple Islam | <input type="checkbox"/> Sikh |
| | <input type="checkbox"/> Taoism |

Inmate signature: _____ Date: ____/____/20__

FCPD signature (as witness): _____ Date: ____/____/20__

RECORDS staff entering the change in UMS _____ Date: ____/____/20__

Records Office returns completed form to FCPD for filing.

CONFIDENTIAL

DC-ADM 819, Religious Activities

Section 2 – Responsibilities, Staffing, and Areas of Functioning

Section 3 – Religious Articles and Accoutrements

A. Individual Sacred objects

1. General Provisions

- a. **Practitioners of various religions utilize sacred objects (e.g., medallions, prayer beads, rugs, headgear, articles of clothing, etc.) to identify with and to assist them in the practice of their faith. The Religious Articles Catalog (Attachment 3-A) lists the specific sacred objects that inmates of respective faiths may purchase. The purchase of sacred objects is limited to those sacred objects from specific vendors listed in this catalog.**
- b. **Individuals with commissary privileges may order sacred objects noted in the Religious Articles Catalog. An inmate without commissary privileges may not order sacred objects from the Religious Articles Catalog.**
- a. **Sacred objects approved for inmate possession and use, per housing unit status, are noted on the Individual Sacred Objects Chart (Attachment 3-B). An inmate whose housing unit status does not permit him/her to possess certain sacred objects must place these sacred objects in his/her property or send these sacred objects home at the inmate's own expense. Approved sacred objects, for possession by inmates in respective Level 5 Housing Units can be acquired from stored property at the initial inventory only. Sacred objects cannot be acquired from stored property after initial inventory.**
- c. **The rules regarding outside purchases, outlined in DC-ADM 815, "Personal Property, Basic/State Issued Items and Commissary/Outside Purchases," Section 2 apply to purchases from the Religious Articles Catalog.**
- d. **An inmate in possession of sacred objects previously approved prior to March 27, 2007, which are listed on the inmate's DC-153, Personal Property Inventory in accordance with Department policy 6.3.1, "Facility Security," may retain those sacred objects, provided those sacred objects do not pose a security concern. If a sacred object previously approved is deemed to present a security concern, the inmate can elect to send the object home at his/her expense or the sacred object will be destroyed.**
- e. **Sacred objects may be donated to the institution from outside religious organizations for distribution by the FCPD. However donated sacred objects must be similar in size, shape and color to those noted in the current Religious Articles Catalog. Donated sacred objects may not be designated by outside religious organizations for specific inmates.**
- f. **Sacred objects are only to be ordered and possessed by inmates who profess and practice the faith associated with the sacred object.**

- g. ***The FCPD must check with the Property Officer to ensure that items ordered by an inmate will not exceed the number of religious items an inmate is permitted to retain in his/her cell.***
- h. ***The FCPD must authorize inmate purchases of sacred objects listed in the **Religious Articles Catalog** by signature on a **DC-ADM 815A, Outside Purchase Approval Form**.***
- i. ***All sacred objects in an inmate's possession, whether purchased or received via donation from the FCPD/designee, shall be appropriately recorded on a **DC-153** in accordance with Department policy 6.3.1.***
- j. ***Homemade or other unauthorized sacred objects are not permitted and shall be confiscated. **The inmate can elect to send the unauthorized object(s) home at his/her expense or the sacred object(s) will be destroyed.*****
- k. ***Family and friends of inmates are not permitted to order, pay for and send items in the **Religious Articles Catalog** to inmates.***
- l. ***None of the items in the **Religious Articles Catalog** can be obtained free-of-charge by requesting them from vendors.***
- m. ***Sacred objects may be searched at any time for security reasons. Specific provisions for searching Native American medicine bags, Jewish prayer phylacteries/tefillin, Muslim hijabs and sacred texts are noted below.***
- n. ***Sacred objects will be confiscated if they are altered in any way, abused, used to conceal contraband, used for other than their intended purpose, or are in the possession of an inmate who no longer practices the faith he/she was practicing at the time he/she was approved for the sacred object(s).***
- o. ***No sacred object may change hands among inmates.***
- p. ***The following will govern the use of sacred objects by individual inmates for private devotional purposes:***
 - (1) ***they shall be restricted to an inmate's cell/dormitory area;***
 - (2) ***they shall be used in such a way as to not draw undue attention to the individual;***
 - (3) ***they shall be stored away when not in use; the ongoing display of sacred objects is prohibited; and***
 - (4) ***the use of sacred objects in dayrooms, yards, etc. is prohibited.***

- q. ***Violations of any of the conditions outlined in this policy will result in the confiscation of said sacred objects and review by the FCPD in concert with security. As deemed appropriate, corrective action will be taken by the inmate or the objects will either be destroyed or sent home at the inmate's expense.***

- r. ***Inmates from faith traditions whose religions are not represented in the Religious Articles Catalog may submit a Religious Accommodation Request Form – Non Grooming (Attachment 4-G) requesting a new sacred object for catalog inclusion consideration to their FCPD. Inmates submitting new sacred objects for consideration should include a picture of the article requested, its religious significance and the contact information of a vendor from which the article can be obtained. All proposed new additions of sacred objects to the Religious Articles Catalog will first be recommended by the Religious Accommodation Review Committee (RARC), inspected and approved by the Central Office Security Division and be approved by the Operations Committee before being listed in a catalog revision.***

- s. ***As the Bureau of Treatment Services (BTS) becomes aware of changes regarding sacred objects in the Religious Articles Catalog, (e.g., price increases, shipping and handling cost changes, product changes, etc.), the Religious Articles Catalog will be revised and the catalog reissued.***

- t. **Prohibited Individual Sacred Objects**
 - (1) ***For security reasons, an inmate is not permitted to purchase or possess the following:***
 - (a) ***individual sacred objects that contain colors other than white, unless in the possession of the inmate prior to March 27, 2007 or noted in the Religious Articles Catalog for inmate purchase;***
 - (b) ***robes;***
 - (c) ***incense or oils;***
 - (d) ***any religious symbols associated with a Security Threat Group;***
 - (e) ***an individual prayer cushion;***
 - (f) ***an individual religious smoking instrument (e.g., prayer pipe).***
 - (2) ***At no time will an inmate uniform be modified in any way (e.g., hemming pants legs, etc.) for any religious purpose. An inmate whose faith tradition mandates that his/her pants be worn above the ankles may be permitted to temporarily adjust his/her garments during an approved communal religious service only. At the conclusion of the service, the inmate must return his/her uniform to the way it was issued or face disciplinary action.***

2. Religious Medallions

- a. **Religious medallions shall not be visible to the public. Religious medallions will either be kept out of sight in an inmate's cell or dormitory area, worn around an inmate's neck underneath his/her clothing, or be fully hidden from view in pants' pockets.**
- b. **Chain lengths and medals must not exceed the sizes specified in Department policy DC-ADM 815-unless otherwise approved in the Religious Articles Catalog.**
- c. **Gem stones are not permitted in any religious medallion.**
- d. **Medallions that are designed with a pin to be worn on clothing are not permitted. Medallions listed in the Religious Articles Catalog may be made of metal, wood, or plastic and may be round in shape or in the shape of the appropriate religious symbol such as a cross, star or crescent. Each inmate will be permitted one religious medallion in accordance with the above criteria. All medallions must be listed on the inmate's DC-153 in accordance with Department policy 6.3.1.**
- e. **If the chain on which a medallion is worn breaks, the broken chain may be replaced with a chain noted in the Religious Articles Catalog or sold by a facility approved vendor. The broken chain must be surrendered to the appropriate facility personnel for destruction.**
- f. Native American Medicine Bag
 - (1) **A Native American medicine bag is considered the religious medallion for Native American inmates.**
 - (2) **The medicine bag is not to exceed three inches by two and a half inches in size.**
 - (3) **In accordance with Native American tradition, and only with the written approval of the Facility Manager/designee, may a Native American Chaplain or Religious Advisor gift a medicine bag to an inmate participating in Native American programs. The medicine bag must meet Department specifications and be inspected for contraband by security in accordance with search procedures as outlined below.**
 - (4) The contents of the medicine bag must be approved by the FCPD and the Native American **Chaplain**. A list of the approved sacred objects for each inmate's medicine bag shall be maintained by the individual inmate, the Native American Chaplain and the FCPD. It is the inmate's responsibility to locate sacred objects for placement in medicine bags through means which do not violate Department

rules and provided there is no security concerns associated with an inmate possessing these articles.

- (5) ***A medicine bag may contain the following:***
- (a) ***a small piece of pipestone or one small pebble (less than ½ square inch);***
 - (b) ***a small portion of sage;***
 - (c) ***a small portion of sweet grass;***
 - (d) ***a small portion of cedar;***
 - (e) ***a pinch of sacred tobacco;***
 - (f) ***a kernel of corn or grain; and***
 - (g) ***other such sacred objects sacred to the wearer and approved by and given to the inmate by the FCPD or Native American Chaplain, provided the sacred objects do not constitute a security concern.***
- g. ***If available, Native American Chaplains may periodically provide up to ¼ teaspoon of sage, sweet grass and/or cedar and a pinch of sacred tobacco to inmates possessing a medicine bag in a manner approved by security. These items shall remain secured in an inmate's medicine bag.***
- (1) ***Searching Medicine Bags***
- (a) ***Care will be taken by facility staff to respect the sacredness of the medicine bag when an inmate is being searched.***
 - (b) ***Security staff shall request that an inmate in possession of a medicine bag open the bag and empty the contents of the medicine bag onto a clean surface. If necessary, staff will gently inspect the medicine bag and its contents using plastic/latex gloves.***
 - (c) ***A non-Native American shall not touch the contents of the medicine bag.***
 - (d) ***If an inmate refuses to allow the bag's contents to be visibly searched, the bag and its contents shall be confiscated and a DC-154A, Confiscated Items Receipt, shall be issued by the staff member confiscating the medicine bag.***
 - (e) ***If a particular sacred object is called into question, it shall be removed from the medicine bag and a DC-154A shall be issued to the inmate.***

The Native American Chaplain and the FCPD must review the sacred object in question. If the sacred object is not approved, it shall be regarded as contraband and handled in accordance with Department policy 6.3.1.

- (2) ***Arrangements for replacing damaged leather medicine bag neck straps may be made through the FCPD via the Native American Chaplain or an approved Native American vendor.***

3. Prayer Beads

- a. ***Whenever possible, prayer beads (e.g., mala, rosary, zikr, obtala beads, etc.) in the Religious Articles Catalog shall be limited to ¼” diameter, shall be white in color, and shall not have a tassel attached to them.***
- b. ***Prayer beads may not be worn around the neck, wrist or ankles.***

4. Religious Headgear

- a. ***Religious headgear (e.g., hijab, kufi, yarmulke, leather headband, etc.) purchased from an approved vendor or donated to the Religious Services Department since March 27, 2007 must be white in color. If headgear previously approved and in the possession of an inmate is deemed to present a security concern, the inmate can elect to send the object home at his/her expense or the sacred object will be destroyed.***
- b. ***Religious headgear must fit flush to the head.***
- c. ***Inmates employed in Food Services may wear religious headgear, but the headgear must be kept clean and be completely covered by a hair restraint approved for use in Food Services.***
- d. ***Inmates are permitted to wear religious headgear in all areas of the facility unless there is a documented hygienic, safety or security concern (e.g. the Visiting Room)***
- e. ***Hijabs***
 - (1) ***Hijabs shall not be worn to cover the face.***
 - (2) ***When not in use, hijabs must be kept in an inmate’s cell.***
 - (3) ***A hijab can be no larger than 45 x 45 inches and may be white or beige in color.***
 - (4) ***Out of the respect for the Muslim belief that only husband are to see the bodies or portions of the body of their wives, when searching the Hijab, the***

officers will conduct a simple pat search while the Hijab is on the inmate's head. If there is a concern of contraband, the female inmate will be taken to an area of privacy, and a female officer will conduct a search. The inmate removes the Hijab, the officer searches it, then the inmate puts the Hijab back on.

- f. **Inmates scheduled for transport are not permitted to wear religious headgear in accordance with Department policy 6.3.1, Section 22.**

5. Prayer Rugs

- a. **Prayer rugs may be purchased and possessed by inmates of Muslim faith, as verified by the FCPD/Imam/Muslim Chaplain.**
- b. **A Prayer rug may not measure** larger than 30 x 48 inches, excluding the fringe.

6. Prayer Phylacteries/Tefillin and Prayer Shawls/Tallits

- a. **Prayer Phylacteries/Tefillin and Prayer Shawls/Tallits may be purchased and possessed by inmates of Jewish faith, as verified by the FCPD/Jewish Chaplain.**
- b. **Prayer Phylacteries/Tefillin and Prayer Shawls/Tallits, available in the Religious Services Area for communal use (if any), may be used at Jewish services; the transporting of personal Prayer Phylacteries/Tefillin and Prayer Shawls/Tallits to and from housing units to the Religious Services Area is prohibited, unless express written approval is obtained from the Facility Manager/designee.**
- c. The inmate in possession of Prayer **Phylacteries/Tefillin or a Prayer Shawl/Tallit** may keep this/these objects upon transfer to another facility or release from the Department, or donate this/these items to the FCPD where it/they may be reassigned by the FCPD to another inmate in consultation with the Jewish Chaplain.
- d. **Searching of Prayer Phylacteries/Tefillin**
- (1) **Prayer phylacteries/tefillin may only be inspected for contraband by x-ray or metal detector and/or with electronic drug detection equipment.**
- (2) **If a correctional staff notices that a seam on the Prayer Phylacteries/Tefillin has been tampered with, the Prayer Phylacteris/Tefillin shall be confiscated for review by the Jewish Rabbi.**

7. Prayer Rope

- a. **Prayer ropes may be purchased and possessed by inmates of Orthodox Christian faith, as verified by the FCPD.**

8. Sacred Prayer Feather

- a. ***Inmates identifying with the Native American and a Pagan tradition may possess one sacred prayer feather.***
- b. ***Sacred prayer feathers are not to be worn in an inmate's hair, on a headband or elsewhere on an inmate's body or clothing.***
- c. ***With the written approval of the Facility Manager, and in accordance with Native tradition, a Native American Chaplain or Religious Advisor may give a sacred prayer feather to a Native American inmate participating in Native American programs.***

9. Cloth Scapular

Catholic inmates may possess one cloth scapular.

10. Altar Cloth

- a. ***Inmates identifying with a Pagan tradition may possess one altar cloth.***
- b. Altar cloths shall not be larger than 22 x 22 inches.

11. Meditation Postcards

Buddhist inmates may possess meditation postcards.

12. ***Sacred Texts, Religious Literature and AV Resources***

- a. ***Sacred texts and religious literature are permitted in the facility consistent with Department policy DC-ADM 803, "Inmate Mail and Incoming Publications," Section 3, which addresses the criteria by which sacred texts and religious literature are permitted or denied in the Department.***
- b. ***A distributor of religious resources includes bona fide religious, charitable organizations who make literature available free of charge to inmates (e.g., a prison ministry, etc.).***
- c. ***If a sacred text is deemed no longer useable, it shall be given to the FCPD/Faith Group Leader for appropriate disposal as deemed acceptable by that faith tradition.***
- d. ***An inmate may not purchase religious tapes, videos, CD's or DVD's, though approved religious tapes may be lent to inmates through a Religious Library.***
- e. ***Searching Sacred Texts***

- (1) **Sacred texts (e.g., Bibles, Qur’ans, Jewish Prayer books, etc.) shall be respected by facility staff when inspecting them for contraband.**
- (2) **Whenever feasible, during searches, correctional staff will refrain from placing sacred texts on the floor, on a sink, on a toilet or handling them in such a way as to show disrespect toward a religious tradition.**

B. Communal Sacred Objects

1. General Provisions

- a. **Various religions practice the traditional and/or obligatory use of certain accoutrements and other sacred objects in their communal religious practices. The FCPD is responsible to screen all accoutrements and sacred objects used in communal gatherings to ensure they conform to policy.**
- b. **All communal sacred objects and ritual supplies must be maintained and secured in the Religious Services Area or brought into the facility by an approved Faith Group Leader via approved Gate Clearance.**
- c. **A list of approved communal sacred objects for use in communal religious gatherings is noted on the Communal Sacred Objects Chart (Attachment 3-C). While this list is not exhaustive, it outlines common sacred objects used in the various religious gatherings accommodated in the Department. Suggested revisions to this chart may be brought to the attention of the Religious, Volunteer and Recreational Services Program Administrator, BTS, for consideration.**
- d. **A facility may purchase or receive donations of communal sacred objects, provided these objects are used during communal religious services in the Religious Services Area and are secured in the Religious Services Area when not in use.**

2. Candles

Candles may be used for approved communal religious gatherings held in the Religious Services Area only, provided:

- a. **the approved communal religious gathering is under the direct and immediate supervision of a Faith Group Leader (staff chaplain, contract chaplain, religious vendor or an approved volunteer);**
- b. **when not in use, candles and matches/lighters used for communal religious gatherings, are secured in the Religious Services Area; and**

- c. *spent wax is removed by the chaplain or other staff member and discarded outside the facility. Spent wax cannot be placed in the trash inside the facility.*

3. Herbs (Sacred)

- a. *The religious use of smoke-producing substances (e.g., sacred herbs, etc.) shall not be prohibited as a result of the Department's no-smoking requirements; however, the location in which these substances may be used may be restricted.*
- b. *Faith Group Leaders facilitating religious ceremonies which mandate the use of odor- or smoke-producing substances (e.g., sacred herbs such as knick-knick, sage, cedar, sweet grass, etc.) are authorized to burn small amounts of these substances – quantity to be determined by the FCPD – as part of an approved communal religious activity only (e.g., worship service, smudging, sacred pipe ceremony, etc.) and in a manner consistent with facility security, safety, health and order.*
- c. *It is preferred that religious groups who require the burning of sacred herbs conduct their ceremonies in a designated outdoor location approved by Security. When an outdoor area is not feasible, facilities will permit the use of sacred smoke in a well-ventilated indoor space.*

4. Incense

- a. *Incense is often burned in Catholic and Orthodox Christian sacred ceremonies as a symbol of purification as well as to symbolize the prayers of the faithful rising to heaven. Incense is often burned in a thurible, a metal censer.*
- b. *Approved Faith Group Leaders may burn incense in Catholic and Orthodox Christian sacred ceremonies in the Religious Services Area, provided security and safety precautions are addressed.*
- c. *When not in use, incense and matches used in communal religious gatherings, will be secured in the Religious Services Area.*

5. Oils (Sacred)

- a. *Many Christian (e.g., Catholic, Orthodox, Protestant, etc.) clergy use anointing oils in the context of blessing new converts, rites of passage, and/or praying for individuals in need of healing. The use of anointing oils by Christian clergy is permitted, provided the oil is contained in a small clear plastic see-through container and provided inmates do not have access to this oil.*
- b. *It is acceptable for Muslims, prior to attending Jum'ah, to apply a very small amount of scented oil on their wrists. The Religious Services Department may establish a safe and secure procedure by which Muslim inmates have a small*

amount of scented oil applied to their wrists upon entering Jum'ah. Muslim inmates may assist in applying scented oils on the wrists of inmates entering Jum'ah; however this distribution shall be closely monitored by a chaplain.

- c. Any inmate in possession of a quantity of sacred oil ***outside the Religious Services Area*** shall be in the possession of contraband.

6. Tobacco (Sacred)

- a. ***The religious use of sacred tobacco shall not be prohibited as a result of the Department's no-smoking requirements; however, the location in which sacred tobacco may be used may be restricted.***
- b. ***The ceremonial use of tobacco is a legitimate group religious practice for Native Americans. The most common use of sacred tobacco is in the Sacred Pipe Ceremony in which a small amount of sacred tobacco is mixed with sacred herbs (e.g., cedar, sage, sweet grass).***
- c. ***Native American chaplains shall be permitted to bring an appropriate amount of sacred tobacco into the facility for ceremonial use only.***
- d. ***Facilities that have Native American religious programs shall develop operational procedures that allow for the ceremonial use of tobacco under the guidance of a Native American Chaplain.***
- e. ***Sacred tobacco shall not be smoked, except as part of the pipe ceremony in the presence and under the supervision of a Native American Chaplain.***
- f. ***The burning of sacred tobacco by inmates not in the context of a Sacred Pipe Ceremony is strictly prohibited.***

7. Wine (Sacramental)

- a. ***Communal Sacred Rites***
 - (1) ***If a sacred rite requires the use or presence of sacramental wine (e.g., Catholic Communion, Jehovah's Witnesses Memorial Service, etc.), the approved outside celebrant (Facility Chaplain, Religious Contract Service Provider, Religious Vendor, approved volunteer or public visitor) may bring into the facility up to two ounces of sacramental wine in a small clear plastic see-through container.***
 - (2) ***An inmate is prohibited from receiving sacramental wine unless specified elsewhere in this policy. The celebrant will remove any leftover wine and the container from the facility after each use.***

b. Individual Sacred Rites

- (1) If a bona fide sacred rite requires the consumption of sacramental wine (e.g., Orthodox Christian Communion), the following procedures will be followed:**
 - (a) the FCPD will first verify with the Religion, Volunteer and Recreational Services Program Administrator, BTS, that the sacred rite is a bona fide rite and one which the Department can accommodate;**
 - (b) if so, the Religion, Volunteer and Recreational Services Program Administrator, BTS, will inform the facility of the parameters within which this rite can be accommodated;**
 - (c) approved individual sacred rites will take place in a location approved by the Facility Manager/designee and approved via a Gate Clearance; and**
 - (d) the frequency of individual sacred rites accommodated in this way will be determined in light of the availability of a community clergy, staffing, time, space and scheduling limitations.**
- (2) For Orthodox Christian Communion, The FCPD will permit an approved Orthodox Christian priest to administer the sacrament of Orthodox Communion under the condition that a droplet of wine has been dried on the wafer and is for sacramental purposes only. The wafer on which a droplet of wine has been dried is subject to search and may be consumed by the inmate. All accoutrements used for an individual sacred rite are subject to search.**

8. Searching Communal Sacred Objects

Whenever possible to avoid an unnecessary escalation in tension in the facility, a Faith Group Leader shall be physically present when correctional staff search communal sacred objects secured in the Religious Services Area to witness that sacred objects are respected as they are searched for contraband.

Pennsylvania Department of Corrections

Religious Articles Catalog

Updated 09/05/2012

1. Unless otherwise noted, the religious items which inmates may order are limited to the specific items noted in this catalog. Attempts to purchase other items from these vendors will be denied. All items in this catalog concur with **DC-ADM 819, Religious Activities** and **DC-ADM 815, Personal Property, Basic/State Issued Items and Commissary/Outside Purchases**.
2. Items may only be purchased by inmates identifying with the respective faith group and must be approved by the Facility Chaplaincy Program Director (FCPD) via a signature on a DC-815A, Outside Purchase Approval Form.
3. FCPD must check with the Property Officer to ensure that items ordered by an inmate will not exceed the number of religious items an inmate is permitted to retain in his/her cell.
4. Family and friends of inmates are not permitted to order, pay for and send items in this catalog to inmates.
5. Any religious item in the possession of an inmate who no longer identifies with the religion represented by that item will be mailed home at the inmate's expense or destroyed.
6. None of the items in this catalog can be obtained free-of-charge by requesting them from vendors.
7. Items noted in this catalog are for personal devotional use only. Use of sacred items in a way other than their intended purpose will result in the confiscation of said articles.
8. All religious articles in an inmate's possession shall be appropriately recorded on a DC-153, Personal Property Inventory.
9. In accordance with **DC-ADM 815 Personal Property, State Issued Items, and Commissary/Outside Purchases**, repairs to outside religious purchases must be made through established facility procedures at the expense of the inmate. As the Bureau of Treatment Services becomes aware of changes regarding items or vendors in this catalog (price or product changes, etc.), this catalog will be revised and the policy reissued.
10. Inmates identifying with faith traditions whose religious articles are not represented in this catalog may submit a **Religious Accommodation Request Form –Non Grooming (Attachment 4-G)** to their FCPD for consideration for inclusion in a future catalog.

Questions about this catalog should be directed to:

Religion, Volunteer and Recreational Services Program Administrator

Bureau of Treatment Services

PA Dept. of Corrections

1920 Technology Parkway

Mechanicsburg, PA 17050-8057

TEL (717) 728-2000

DC-ADM 819, Religious Activities Procedures Manual
Section 3 – Religious Articles and Accoutrements

Issued: 1/24/2013

Effective: 2/1/2013

Attachment 3-A

Afrikan/Egyptian Religious Articles

Cartouche Jewelry

P.O. Box 7104
St. Joseph, MO 64507
TEL (800) 447-2504
Website: www.cartouchejewelry.com
Email: info@cartouchejewelry.com



Silver Engraved Ankh Pendant
Item #: **Ankh/101**
Price: **\$29.95**

The Egyptian Ankh represents living & everlasting life, not only in the material world but in the spiritual afterlife, & is the oldest and most sacred Egyptian amulet

NOTE: Does NOT come with a chain. Chain must be purchased separately.



- Sterling Silver Box Chain 18 inches
Price: \$16.95
- Sterling Silver Box Chain 20 inches
Price: \$18.95
- Sterling Silver Box Chain 24 inches
Price: \$20.95
- Sterling Silver Double Box Chain 18 inches
Price: \$34.00
- Sterling Silver Double Box Chain 20 inches
Price: \$36.00
- Sterling Silver Double Box Chain 24 inches
Price: \$38.00

Cartouche Jewelry Shipping & Handling

Shipping charges are **\$9.50 per order**.

NOTE: Free catalogs on NOT available from Cartouche Jewelry.

DC-ADM 819, Religious Activities Procedures Manual
Section 3 – Religious Articles and Accoutrements

Buddhist Articles

Tibetan Spirit

PO Box 790
Asheville, NC, 28802
TEL (888) 327-2890
Website: www.tibetanspirit.com
Email: shop@tibetanspirit.com



1" Shakyamuni Buddha Silver Deity Pendant

Item #: **J1-SB** Price: **\$15.00**

NOTE: Pendant does NOT come with a chain or chord.



Sandalwood Mala Beads

6 mm, 108 beads

Item #: **J50** Price: **\$ 12.00**

Meditation Postcard: Buddha Shakyamuni by Andy Weber Studios, 4" x 6" Item #: P8 Price: \$ 2.25 Specify Buddha Shakyamuni by Weber



Meditation Postcard: Shakyamuni Buddha by Robert Beer 4" x 6" Item #: P8 Price: \$ 2.25

Specify Shakyamuni Buddha by Robert Beer of Wisdom Books

NOTE: Pictures at left are similar to, but NOT identical, to those sold through Tibetan Spirit)

Tibetan Spirit Shipping & Handling:

Order Amount	Add for S/H
0.01-\$14.99	add \$ 6.00
\$15.00-\$24.99	add \$ 8.00
\$25.00-\$39.99	add \$ 9.00
\$40.00-\$59.99	add \$10.00
\$60.00-\$74.99	add \$11.00

Inmates may only order the items listed in this catalog from these vendors. Vendors will NOT provide free catalogs or free items to inmates.

Buddhist Articles - con't.

Indian Arts and Crafts LLC

28 Old Rudnick Lane

Dover, DE 19901

TEL (347) 468-7193

Website: www.exoticindia.com

Email: inquiry@exoticindia.com



Buddha Pendant

Sterling Silver 1.25" x .9"

Item #: JUR13 Price: \$25.00

To add a Sterling Silver Chain:

16 inch chain - Add \$10.00

18 inch chain - Add \$12.00

20 inch chain - Add \$14.00

FREE Shipping and Handling

Christian - Anglican

Full Circle Beads

208 S. Douglas

Salt Lake City, UT 84102

TEL (801) 583-5455

Website: www.fullcirclebeads.com

Email: beadmaker@fullcirclebeads.com



White Mother of Pearl Beads

Silver plated cross

Item #: MOP2560

Price: \$ 22.00

Include \$3.50 for first class shipping

Christian-Catholic

Autom Inspirational Gifts

5226 South 31st Place

Phoenix, AZ 85040

TEL (800) 521-2914 FAX 800-525-7959

Website: www.autom.com

Email: retmbx@automonline.com

*DC-ADM 819, Religious Activities Procedures Manual
Section 3 – Religious Articles and Accoutrements*

Christian-Catholic – cont.



Miraculous Medal

Hand-crafted sterling silver medal.

Includes a non-tarnish rhodium

sterling silver 18" chain with clasp.

Item # 91174 Price: \$ 47.94

Autom Shipping & Handling

Order Amount

\$25.01-\$50.00

Add for S/H

\$12.95

Catholic Books and Gifts

9049 Garfield Avenue

Fountain Valley, CA 92708

TEL (866) 542-6910

TEL (714) 963-7955

Website: www.catholicfreeshipping.com

Email:

orders@catholicfreeshipping.com



Imitation Pearl Rosary

Rosary with 6 mm. imitation pearl

beads. Measures about 18" in

length. Made In Italy.

Item #: 15479 Price: \$14.95

Plastic Pearl Bead Rosary

Plastic bead-like pearls. 22"

Rosary comes with a metal

oriental crucifix and Madonna with

Child centerpiece; on the back of

the centerpiece is an image of the

Sacred Heart of Jesus. Inmates

NOT permitted to keep pouch that

comes with rosary.

Item #: 4370515 Price: \$12.95



Christian-Catholic – cont.

18 Kt. Gold-Plated over Sterling Silver Crucifix
with a 24" chain.

Item # J7028-GOLD
Price \$38.00



Sterling Silver Crucifix
with a 24" chain

Item # J7028-SILVER
Price \$38.00



Our Lady of Mt. Carmel Scapular
An all-cloth Our Lady of Mt. Carmel Scapular.

Item #: E1: Brown chord
Item #: F1: White chord
Price: \$ 2.00 each

Catholic Books and Gifts S & H costs:
For orders under \$20.00, add \$2.99.
For orders of \$20.00 or more: FREE SHIIPPING

Christian-Orthodox

St. Tikhon's Bookstore

175 St. Tikhon's Rd.
Waymart, PA 18472
TEL (888) 454-6678
FAX (570) 937-9070
Website: stspress.com
Email: orders@stspress.com

Chotki Prayer Rope 40 knot. Wool.



Item #: Chotki40
Price: \$14.00
St. Tikhon's Bookstore
Shipping & Handling

Add **\$3.00** for USPS First Class shipping.

Christian-Orthodox– cont.

Archangels Book Store

3461 Hampton Ave.
St. Louis, MO 63139
TEL (314) 645-2256
Website: www.archangelsbook.com

Antique Silver-plated Russian Baptismal Cross 1 " NO chain



Item #: RSPBAPCRSSIL
Price: \$6.95



White Enameled Orthodox Cross.
1.25" enameled. NO chain included.
Item #: RSPWHITECCRS
Price: \$14.95

Shipping & Handling

Order Amount	Add for S/H
\$ 0.01-\$15.00	\$4.95
\$15.01-\$30.00	\$6.75

Christian - Protestant

Christian Book Distributors

140 Summit Street, Peabody, MA 01960
(800) 247-4784
Website: www.christianbook.com
Email: customer.service@christianbook.com



Rounded Cross—Pewter Pendant. 1 ¼" solid Pewter cross with 24" chain.
Item #: WW279487
Price: \$ 14.99

Rounded Plain Cross—Gold Plated Pendant



1 ¼" Gold-plated cross with 24" chain. **Item #: WW36223**
Price: \$26.99

Shipping & Handling

Order Amount	Add for S/H
\$ 0.01-\$20.00	\$3.99
\$20.01-\$50.00	\$5.99

Jain Articles

Indian Arts and Crafts LLC

28 Old Rudnick Lane

Dover, DE 19901

TEL (347) 468-7193

Website: www.exoticindia.com

Email: info@exoticindia.com



Jain Tirthankar **Pendant**

Sterling Silver 1.2" x 0.75"

Item #: JWI92 Price: \$ 20.00

To add a Sterling Silver Chain:

16 inch chain - Add \$10.00

18 inch chain - Add \$12.00

20 inch chain - Add \$14.00

FREE Shipping and Handling

Jewish Articles

The Aleph Institute

9540 Collins Avenue

Surfside, Florida 33154

TEL (305) 864-5553

FAX (305) 864-5675

Website: www.aleph-institute.org

Aleph Institute makes the following discounted items available to persons who are Jewish according to Jewish law.

Yarmulke (skull cap) White only **Price: FREE**

Tallit (Prayer Shawl) **Price: \$ 23.00**

Tefillin (Prayer Phylacteries) includes bag and instructional paperback book **Price: \$ 225.00**

Discounted Tefillin (available only to those who commit to use them everyday and cannot afford the regular price) **Price: \$ 100.00**

To defray shipping/handling costs, Aleph requests \$3.00 for the first item and .50 for each additional item.

**DC-ADM 819, Religious Activities Procedures Manual
Section 3 – Religious Articles and Accoutrements**

Jewish Articles – cont.

Rosenblum's World of Judaica, Inc.

RE: Alljudaica.com

9153 Gross Point Road Skokie IL 60077

TEL (800) 626-6536 FAX (773) 262-1930

Website: www.alljudaica.com

Email: info@alljudaica.com



Breslov Chassidic Kippah

Specify White.

Item #: 8114 Price : \$ 25.00

Judaica Handling and Shipping by UPS Ground:
\$ 6.95 by US Mail

Jewish Bazaar/Image Plus

9501 Mary Knoll Dr.

Rockville, MD 20850

TEL (888) 738-6486 FAX (301) 315-2665

Website: www.jewishbazaar.com

Email: sales@JewishBazaar.com



Traditional Wool Tallit-Black

Specify 24" x 72" size. Made of 100% lamb's wool in Israel.

Item #: KJTW-BK Price: \$55.00



Traditional Wool Tallit-White

Specify 24" x 72" size. Made of 100% lamb's wool in Israel.

Item #: KJTW-WT

Price: \$ 55.00

Tefillin PSHUTIM-Medium

Size 1.25" square.

Made in Israel

Item #: WJTEF-M

Price: \$ 199.00



Attachment 3-A

Jewish Articles - cont.



GI Star of David necklace

Non-magnetic, non-reactive. 100% stainless steel. 1" x 1".
24" stainless steel dog tag chain included.

Item #: GIJ-star Price: \$ 11.95

Jewish Bazaar / Image Plus Shipping & Handing:
\$8 for any number of items.

Muslim Articles

The Islamic Place

5225 Chestnut Street

Philadelphia, PA 19139

TEL (215) 748-3333 FAX (215) 748-1611

Website: www.islamicplace.com

Email: info@islamicplace.com



Elastic Knitted Indonesian Solid Style 1 Kufi. White only

Item #: kufi001

Price: \$ 5.00

[+ click to enlarge](#)

45 inch Square Solid White KIMAR (Hijab)

Price: \$ 10.00 (no picture available)

45 inch Square Solid Beige KIMAR (Hijab)

Price: \$ 10.00 (no picture available)

Prayer Rug with Islamic Design

Item #: RUG1045

Price : \$ 13.50

Soft velvet touch and sheen. Specify color preference:

Red, Green, Tan/Brown, Light Rose, Blue or Burgundy. Patterns will vary from batch to batch. Approx. size is 27" x 47"



[+ click to enlarge](#)

Muslim Articles – cont.



[+ click to enlarge](#)

Prayer Rug with Mosque (Masjid) or Kaba design.

Item #: rug2

Price: \$ 13.50

Soft velvet touch and sheen. Simple design of dome and minarat similar to the

Prophet's Mosque in Medina or a design rendering an image of Kaba in Mecca. Specify color preference: Red, Green, Tan/Brown, Light Rose, Blue or Burgundy. Patterns will vary from batch to batch. Picture is for illustration purpose only. Approx. 27"x 47".

The Islamic Place Shipping & Handling:

Shipping rates vary. They are approximately 5.50 for the first item; and an additional \$1.00 extra for each additional item.

Halalco Books

155 Hillwood Avenue

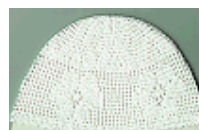
Falls Church, VA 22046

TEL (703) 532-3202

FAX (703) 533-1234

Website: www.halalco.com

Email: halalco@halalco.com



Kufi Cap Crocheted

Only white kufi may be ordered.

Price: \$ 3.50



Kufi Cap Knitted

Only white kufi may be ordered.

Price: \$ 6.50



Zikr Beards (Tasbih)

Cylindrical 100's **\$3.75** each: All Halalco Only beads white in color may be ordered.

Muslim Articles – cont.

Turkish Prayer Rug 27" x 48" (Below)
Specify color and item #. Patterns will vary.
80% Cotton / 20% Acrylic Price: \$10.00 each



Item 0380
Blue



Item 0384
Green



Item 0388
Olive Green



Item 0385
Pink



Item 0381
Maroon

Halalco Books Shipping & Handing:
All Halalco Book orders must include an additional **\$3.00** for shipping and handling. This is a special S/H rate for those incarcerated.

R & N Enterprises

2331 Irvington Place
Chester, PA 19013
TEL (610) 800-5553
Email: jonathanking3600@gmail.com

Prayer Rug 25" wide by 43" long

Price: \$10.00

(No picture available)

Shipping & Handling

\$4.00

White Kufi

Price: \$5.00

(No picture available)

Shipping & Handling

\$2.50

DC-ADM 819, Religious Activities Procedures Manual
Section 3 – Religious Articles and Accoutrements

Muslim Articles – cont.

MuslimClothing.com

200-B Carolina Avenue
Moncks Corner, SC 29461
TEL (843) 899-4449 Office
TEL (843) 568-4615 Mobile
Website: www.MuslimClothing.com
Email: info@muslimclothing.com

Casted Round Allah Pendant

Size: 7/8-inch x 7/8-inch

Item #: pdsvacra0001

Price \$27.99



MuslimClothing.com Shipping and Handling:
Via Parcel Post: **\$2.75** for this item.

Native American Articles

The Wandering Bull, LLC

PO Box 496
Washington, NH 03280
TEL 800-430-2855
FAX 603-495-2757
Website: www.wanderingbull.com
Email: sales@wanderingbull.com



Barred Wing Feather

Average 12"-14"

Item #: 8019-158-001

Price: \$ 2.50

Deerskin Necklace Bags

Item #: 2002-001-001

3" x 1.75" **Price: \$ 4.95**



Attachment 3-A

Native American – cont.



Braided Leather Headband

Item #: 2001-450-002

Price: \$ 7.95 Specify: Natural color

Wandering Bull Shipping & Handling:

All Wandering Bull orders must include an additional \$8.95 for shipping and handling.

Crazy Crow Trading Post

PO Box 847

Pottsboro TX 75076

TEL (800) 786-6210

FAX (903) 786-9059

Website: www.crazycrow.com

Email: orders@crazycrow.com



Medicine Bag - Small

Item: 4524-205-003

Price: \$ 2.95

Approx. 2-1/4" x 3". Made from soft suede leather in earth tone colors.

Crazy Crow Shipping & Handling:

Please include \$8.95 extra for shipping & handling.

Inmates may only order the items in this catalog from these vendors. Vendors will NOT provide free catalogs or free items to inmates.

Pagan Articles

Azure Green

16 Bell Road

Middlefield MA 01243

(800) 326-0804 (ordering only)

TEL (413) 623-2155

FAX (413) 623-2156

Website: www.AzureGreen.com

Email: Orders@Azuregreen.com



Small Silver Pentagram Pendant

5/8 inch diameter.

Does NOT come with a chain.

SKU #: JP4516 Price: \$ 24.95



Spiral Goddess Pendant

1 3/4" high. Made of heavyweight pewter. Does NOT come with a chain.

SKU #: JSPIS Price: \$ 7.95



White Ritual Feather

Dyed white turkey feathers.

Approx. 12" long.

SKU #: RFWHI Price: \$ 1.95 each

Azure Green Shipping & Handling:

Orders under \$10.00 Add \$5.00

Orders \$10.01-\$50.00 Add \$7.00

Orders \$50.01+ Add \$9.00

13 Moons

251 Main St. Johnson City, NY 13790

(607) 797-1366

Website: www.13moons.com

Email: info@13moons.com

White Altar Cloth (No picture available)

24" by 24". Cotton blend **Price \$10.25**

Shipping & Handling:

Include \$5.50 for shipping & handling.

Rastafarian Articles

RastaEmpire.com

11250 Old Saint Augustine Rd.
Ste 15-154

Jacksonville, FL 32257-1088

TEL (877) 453-3887

Website: www.RastaEmpire.com

Email: orders@rastaempire.com

Rasta Lion of Judah Pendant Necklace

The Conquering Lion of Judah set into the metal medallion. Cord is made of faux leather. Approx. length: 16".

SKU: GR25207

PRICE: \$8.95

Shipping & Handling:
\$5.95



Santeria Articles

The Magick Wicca

7325 Warren Vista Ave
Yucca Valley, CA 92284

TEL (760) 365-0700

FAX (760) 369-0210

Website: www.magicwicca.com

Email: sales@magicstor.com

Santeria Bead Necklace – Obtala. White only.



To open all doors of opportunity and remove all obstacles.

Item #: 79288 Price: \$ 5.95

The Magick Wicca Shipping & Handling

Orders are shipped parcel post. Add **\$4.95**

Chains and DOC

Approved Vendors

Chains may be ordered from DOC approved vendors (e.g. **JC Penney and Jack L. Marcus Company**) provided the combined value of the chain ordered from one of these vendors and the medallion (ordered from a vendor in this catalog) combined is under \$50.00.

Sacred objects from other vendors are not approved and inmates may not order sacred objects from the vendors in this catalog other than the objects specifically listed in this catalog.

- Inmates may only order the items listed in this catalog from these vendors.
- Inmate orders for other items in vendor catalogs will be denied.
- Vendors will NOT provide free catalogs or free items to inmates.
- Inmates identifying with faith traditions not represented in this catalog may submit a **Religious Accommodation Request Form-Non-Grooming (Attachment 4-G)** to their FCPD for consideration for inclusion in a future catalog.

Individual Sacred Objects Chart

NOTE: Inmates from faith traditions whose religions are not represented on this chart or who seek additional religious articles may submit a **Religious Accommodation Request Form – Non-Grooming (Attachment 4-G)** to their Facility Chaplaincy Program Director for consideration. Quantities permitted per inmate are noted with each approved article.

Abbreviations:

AC = Administrative Custody PC = Protective Custody SSNU = Secure Special Needs Unit
 DC = Disciplinary Custody SMU = Special Management Unit STGMU = Security Threat Group Management Unit
 MHU = Mental Health Unit SNU = Special Needs Unit

MEDALLIONS Must be worn under shirt. Chain allowed.	APPROVED ARTICLES. Must be purchased from the Religious Articles Catalog, unless previously approved.	General Pop.	AC, PC & SNU	Capital Case Unit	DC, SSNU & MHU	SMU & STGMU	Permitted in Visiting Room?	Permitted in Food Services?
AFRIKAN/ EGYPTIAN	One (1) Ankh pendant	Yes	Yes	Yes	NO	NO	NO	Yes
BUDDHIST	One (1) Buddha pendant	Yes	Yes	Yes	NO	NO	NO	Yes
CATHOLIC	One (1) Crucifix OR One (1) Cross OR One (1) Catholic medal	Yes	Yes	Yes	NO	NO	NO	Yes
JAIN	One (1) Jain pendant	Yes	Yes	Yes	NO	NO	NO	Yes
JEWISH	One (1) Star of David medallion	Yes	Yes	Yes	NO	NO	NO	Yes
MUSLIM	One (1) Allah pendant	Yes	Yes	Yes	NO	NO	NO	Yes
NATIVE AMERICAN	One (1) Medicine Bag (3" x 2.5")	Yes	Yes	Yes	NO	NO	NO	Yes
	One (1) Sacred Prayer Feather							NO
ORTHODOX CHRISTIAN	One (1) Orthodox Cross	Yes	Yes	Yes	NO	NO	NO	Yes
PAGAN	One (1) Pentagram or Spiral Goddess pendant	Yes	Yes	Yes	NO	NO	NO	Yes
PROTESTANT	One (1) Cross	Yes	Yes	Yes	NO	NO	NO	Yes
RASTAFARI	One (1) Lion of Judah pendant	Yes	Yes	Yes	NO	NO	NO	Yes

PRAYER BEADS, RUGS or AIDS	APPROVED ARTICLES. Must be purchased from the Religious Articles Catalog, unless previously approved.	General Pop.	AC, PC & SNU	Capital Case Unit	DC, SSNU & MHU	SMU & STGMU	Permitted in Visiting Room?	Permitted in Food Services?
ANGLICAN	One (1) set of Anglican Prayer Beads (white)	Yes	Yes	Yes	NO	NO	NO	NO
BUDDHIST	One (1) set of Mala beads	Yes	Yes	Yes	NO	NO	NO	NO
CATHOLIC	One (1) set of Rosary Beads (white)	Yes	Yes	Yes	NO	NO	NO	NO
JEWISH	One (1) set of Tefillin/Phylacteries	Yes	Case by case ¹	Yes	NO	NO	NO	NO
	One (1) Tallit (white/black)							
MUSLIM	One (1) Prayer Rug (30" x 48")	Yes	Yes	Yes	NO	NO	NO	NO
	One (1) set Zikr Beads (white)							
ORTHODOX CHRISTIAN	One (1) 40 knot Prayer Rope	Yes	Yes	Yes	NO	NO	NO	NO
SANTERIA	One (1) set Obtala Beads (white)	Yes	Yes	Yes	NO	NO	NO	NO
RELIGIOUS HEADGEAR Must fit flush to the head.	APPROVED ARTICLES which must be purchased from the Religious Articles Catalog <i>Quantities per inmate per housing unit status noted in parenthesis at right.</i>	General Pop.	AC, PC & SNU	Capital Case Unit	DC, SSNU & MHU	SMU & STGMU	Permitted in Visiting Room or during transport?	Permitted in Food Services?
JEWISH	Males: Yarmulkes/Kippah (white)	Yes (2)	Yes(2)	Yes (2)	Yes (1)	Yes (1)	NO	Yes+
MUSLIM	Males: Kufi (white)	Yes (2)	Yes(2)	Yes (2)	Yes (1)	Yes (1)	NO	Yes+
	Females: Hijab/Kimar up to 45" x 45" (white/beige)							
NATIVE AMERICAN	Leather Headband	Yes (2)	Yes(2)	Yes (2)	Yes (1)	Yes (1)	NO	Yes+

¹ Inmates on AC/PC/SNU status may only use Tefillin with supervision only. They are not permitted to possess Tefillin in their cells.

+ Inmates employed in Food Services may wear religious headgear, but the headgear must be kept clean and be completely covered by a hair restraint approved for use in Food Services.

OTHER DEVOTIONAL ITEMS	APPROVED ARTICLES which must be purchased from the Religious Articles Catalog	General Pop.	AC, PC & SNU	Capital Case Unit	DC, SSNU & MHU	SMU & STGMU	Permitted in Visiting Room?	Permitted in Food Services?
BUDDHIST	Two (2) Meditation Postcards	Yes	Yes	Yes	Yes	Yes	NO	NO
CATHOLIC	One (1) Cloth Scapular	Yes	Yes	Yes	NO	NO	NO	NO
PAGAN	One (1) White Altar Cloth (24" x 24")	Yes	Yes	Yes	NO	NO	NO	NO
	One (1) Ritual Feather (white)							
RELIGIOUS LITERATURE		General Pop. & SNU	AC & PC	Capital Case Unit	DC, SSNU & MHU	SMU & STGMU	Permitted in Visiting Room or Food Services?	Permitted in Yard?
Hardback/Leather-bound Book Sacred Text		Yes	Yes ²	Yes 2	Yes 2	Yes 2	NO	As Per Local Facility Rules
Soft Cover Sacred Text		Yes	Yes	Yes	Yes	Yes	NO	
Other Religious Books & Pamphlets		Yes	Yes	Yes	Yes	Yes	NO	
Religious Library Books		Yes	Yes, if soft cover		Yes, if soft cover		NO	
Religious Magazines & Devotional Guides		Yes	Yes	Yes	Yes Staples removed	Case by case basis	NO	

² In accordance with Policy **6.5.1, Administration of Security Level 5 Housing Units Section 1 – Administration** Mail and Incoming Publications, hard bound sacred texts are permitted in L5 housing units; however, the Publication Review Committee may impose a "soft bound only restriction" with reasonable cause, i.e., found contraband, inappropriate use of hard bound book etc. Where sacred texts and other religious literature is available from the Religious Services Department in both soft and hard bound copies, soft bound copies will be provided.

Communal Sacred Objects Chart

In the context of an approved and supervised religious service or activity, the following sacred objects are permitted in accordance with Department policy DC-ADM 819. All items must be secured in the Religious Services Area when not in use or brought into the institution via a Gate Clearance and then taken from the institution by an approved Faith Group Leader.

RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
BUDDHIST	Communal Meditation	Altar Cloth Brass Bell with Striker Candles in Candle Holders Gohonzon Scroll Incense and Incense Holder/Burner Matches Meditation Cushion (not to exceed 14" in diameter) Prayer Shawl Small Box Statue/Image of the Buddha	All objects may be donated to the Religious Services Department and/or secured with General Funds and/or brought into the facility by the approved Faith Group Leader via a Gate Clearance.
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
CHRISTIAN CATHOLIC	Weekly Mass (continued on next page)	Altar Cloth Altar Linens (Corporal, Pall, Purificator, Finger Towels) Bell Books (Lectionary, Missal, Missalettes) Candles (Mass) in Candle Holders Chalice Charcoal Ciborium (chalice-like vessel with Blessed Sacrament) Communion Wafers Crucifix Cruets Holy Water Incense Matches Monstrance Musical Instruments Patten Sacramental Wine (2 oz. in small container for priest consumption only)	All items, including sacramental wine and wafers, may be brought into the facility by an approved Faith Group Leader via a Gate Clearance, and/or may be donated to the Religious Services Department and/or secured with General Funds.

RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
CHRISTIAN CATHOLIC cont.	Weekly Mass – cont.	Sacramentary Thurible (metal censer) Vestments	All items, including sacramental wine and wafers, may be brought into the facility by an approved Faith Group Leader via a Gate Clearance, and/or may be donated to the Religious Services Department and/or secured with General Funds.
	Advent and Christmas	Advent Wreath Candles and Matches Christmas Tree Nativity Set	
	Lent and Easter	Ashes (in a container for Ash Wednesday) Books (Ritual) Cross (3 foot wooden for Good Friday) Candle (Large Easter Candle) Oil (Chrism) Palm Leaves (Palm Sunday) Stations of the Cross	
	Baptism of New Catholics	Basin Books (Ritual) Oil of Catechumens Oil (Chrism Oil in a plastic see-through container) Water Pitcher	
	Confirmation	Oil (Chrism Oil in a plastic see-through container)	
	Anointing of the Sick	Oil (in a plastic see-through container)	
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
CHRISTIAN ORTHODOX	Orthodox Priest visiting an inmate in Visiting Room	Holy Icons (usu. on a wood board/cardboard) Holy Water (in a small container) Liturgical Vestments (worn by priest) Prayer Rope (small) Skufya (a woolen cap worn by monastics) Wood or metal hand cross (circa 5") on a chain (usu. with an Icon Medallion)	Items may be brought into the Visiting Room/facility by the approved Faith Group Leader via a Gate Clearance.

RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
CHRISTIAN ORTHODOX cont.	Orthodox Communion	Censor Communion Cloth (20" square) Holy Water (in a small container) Incense Pix (small brass box contained in larger brass box, circa 2" x 3" x 4") Prayer Books Prosphoron ("Pre-sanctified" communion bread, usu. ¼ inch dry bread cube, on which a drop of sacramental wine has been dried) Spoon (ritual spoon in a cloth/leather bag) Stole (clerical garb worn around neck)	Items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance.
	Holy Unction	Anointing Oil (in a plastic see-through container)	Items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance.
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
CHRISTIAN PROTESTANT	Worship Services	Candle Holders Candles and Matches Cross Hymn Books Musical Instruments Vestments	All items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance, and/or may be donated and/or secured with General Funds. Baptistry may be donated with shipping costs paid by General Funds. Large tub/ whirlpool may be borrowed from medical.
	Communion Services	Altar Ware (to hold wafers and cups) Communion Wafers (or bread or crackers) Grape Juice	
	Advent and Christmas	Advent Wreath Candles and Matches Christmas Tree	
	Lent and Easter	Ashes (in a small container for Ash Wednesday) Palm Leaves (Palm Sunday)	
	Anointing of the Sick	Anointing Oil (in a plastic see-through container)	
	Baptism	Baptistry/Large tub (baptism by immersion) Basin (for baptism by sprinkling/pouring) Towels Water Pitcher (for baptism by sprinkling/pouring)	

RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
JEHOVAH'S WITNESSES	Weekly Gatherings	Awake publications Watchtower publications	All items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance and/or may be donated to the Religious Services Department
	Annual Memorial Service	Congregational sheet music Sacramental Unleavened bread (in a sealed plastic see-through bag) Sacramental Wine (2 oz. in a sealed plastic see-through container) Standard pre-recorded music on a CD/cassette	
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
JEWISH	Weekly Sabbath or Prayer Service and Holy Day of Shavuot	Candles, Candle Holders and Matches DVD's (religious) Kosher Grape Juice Matzah Prayer Books Prayer Phylacteries/Tefillin Prayer Shawls/Tallits Yarmulkes/Kippahs	All items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance and/or may be donated to the Religious Services Department and/or secured with General Funds.
	Rosh Hashanah	Shofar (ram's horn)	
	Daily Prayer	Prayer Phylacteries/Tefillin Prayer Shawls/Tallits Yarmulkes/Kippahs	
	Sukkot	Palm, Myrtle and Willow branches Portable Sukkah Sacramental Citron (similar to a lemon)	
	Hanukah	Electric Menorah OR Menorah with Candles (candles may be lit only during supervised activities)	
	Purim	Book of Esther (written on "Megillah" scroll)	
	Passover	Ceremonial Seder plate Charoset (nuts, apple, cinnamon mixture) Haggadah Prayer Books Karpas (green vegetable) Maror (bitter herbs) Roasted Egg Roasted Shank Bone	Food items for inmate consumption must be purchased and prepared by Food Services. Items not for inmate consumption may be brought into the facility by an approved Faith Group Leader via a Gate Clearance.

RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
MOORISH SCIENCE*	Moorish Science weekly gathering	Picture of Noble Drew Ali Moorish Science Flag	Items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance and/or may be donated and/or secured with General Funds.
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
MORMON*	Mormon Communion	Bread Water	Piece of bread and water to be provided by Food Service.
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
MUSLIM	Jum'ah	Scented Oil (in a squeeze bottle with a small drop placed on hands of inmates upon entering OR leaving the Religious Services Area) Vestments for Imam	Oil may be donated and/or secured with General Funds.
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
NATION OF ISLAM*	Nation of Islam Weekly Gathering	NOI Flag	Items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance or may be donated or secured with General Funds.
RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
NATIVE AMERICAN	Communal Smudging	Cedar Cloth Bag for Sacred Herbs Fanning Feather/Wings Large Seashell Matches Prayer Feather Sage Sweet Grass	Items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance and/or may be donated and/or secured with General Funds.
	Communal Ceremony	Abalone Shell Animal Skull (e.g. buffalo) Animal Tooth Necklace Candle Ceremonial Drum(s) Ceremonial Rug or Blanket or Animal Skin (on which sacred items are placed) Cloths (for each of four directions)	

RELIGION	RELIGIOUS OBSERVANCE	SACRAMENTAL ARTICLES	HOW OBTAINED
NATIVE AMERICAN cont.	Communal Ceremony cont.	Dance regalia Drumsticks Eagle Bone Whistle Fanning Feathers/Wings Flute (ceremonial) Gourd Rattle Hawk Whistle Leather Leg Band with Bells Prayer Feather Talking/Prayer Stick (on which tobacco ties and prayer flags may be tied)	Items may be brought into the facility by an approved Faith Group Leader via a Gate Clearance and/or may be donated and/or secured with General Funds.
	Sacred Pipe Ceremony (only in the presence of a Native American Chaplain)	Knick-knick (a mixture of non-tobacco herbs) Pipe Bag Prayer Bowl Prayer Pipe Sacred Tobacco Shell (usu.an Abalone shell or a clay dish)	

*For facilities where there has been a long-standing past practice of accommodating inmates identifying with these faith groups only.

Section 4 – Religious Accommodations

A. General

- 1. Within security and budgetary limitations and in light of available resources, the Department will seek to accommodate the sincerely held religious beliefs of every inmate using the least restrictive means necessary provided they do not interfere with security priorities and with the normal operation of each facility.**
- 2. An inmate seeking an accommodation for a sincerely held religious belief may submit the appropriate request form, noted below, to his/her Facility Chaplaincy Program Director (FCPD) for consideration.**

B. Grooming Exemption Requests

- 1. Diagnostic and Classification Center (DCC) and Initial Reception Unit (IRU) Inmates**
 - a. Male inmates in Diagnostic and Classification Centers (DCC) and Initial Reception Units (IRU) will comply with DC-ADM 807 “Inmate Grooming and Barber - Cosmetology Program” unless the inmate elects not to have his hair cut or beard trimmed.**
 - b. When an inmate’s status has been changed from “Diagnostic/Classification” to “Actively Serving,” the inmate will be directed to comply with Department policy DC-ADM 807.**
 - c. An inmate in a DCC or an IRU who elects not to have his hair cut or beard trimmed upon intake:**
 - (1) may not get his hair cut or beard trimmed in the barber shop while his status remains “Diagnostic/Classification;”**
 - (2) is expected to wash and maintain his hair/beard in an acceptable fashion;**
 - (3) is expected to maintain his hair/beard in a way that can easily be searched by facility staff utilizing facility security equipment and/or pat searches;**
 - (4) who wears his hair/beard in such a way that disrupts the orderly running of the facility, or uses his hair/beard in which to hide contraband or for a purpose which jeopardizes the security of the facility, will be directed to cut his hair/beard;**
 - (5) will be subject to disciplinary action in accordance with Department policy DC-ADM 801, “Inmate Discipline” if he fails to comply with the provisions of this policy or Department policy DC-ADM 807.**

2. Actively Serving Inmates

- a. **A male inmate whose status is “Actively Serving” and who wishes an exemption to Department policy DC-ADM 807 must submit a Grooming Exemption Request Form (Attachment 4-A) within 15 working days of receiving the order to cut his hair/beard. If a Grooming Exemption Request Form is not submitted within 15 working days of the initial order for an inmate to cut his hair/beard, the inmate shall be subject to discipline in accordance with Department policy DC-ADM 801.**
- b. **Copies of the Grooming Exemption Request Form shall be readily accessible to the inmate population in the Religious Services Area and can be obtained by an inmate submitting a DC-135A, Inmate’s Request to Staff Member to the Religious Services Department.**
- c. **The FCPD will note on the Grooming Exemption Request Form the date it was received.**
- d. **Within 20 working days, the FCPD will do the following:**
 - (1) **note that the status of the hair or beard length exemption request is “Pending Approval” in the Unit Management System;**
 - (2) **interview the inmate and evaluate the sincerity of the inmate’s request;**
 - (3) **complete the “FCPD Summary” portion on the Grooming Exemption Evaluation Form (Attachment 4-B);**
 - (4) **circulate the Grooming Exemption Evaluation Form for staff review and vote by the DSCS/CCPM (as designated by the Facility Manager) and the Facility Manager/designee;**
 - (5) **inform the inmate of the unanimous approval or unanimous denial of the grooming exemption request or send the recommendation that was not unanimous to BTS for disposition;**
 - (6) **make appropriate entries of final decisions in the Unit Management System as outlined below; and**
 - (7) **send BTS a copy of decisions made.**
- e. **While the exemption request is pending, the inmate’s hair/beard is not to be cut or trimmed until such time as a formal decision is reached. An inmate whose grooming exemption request is “Pending Approval” shall not be given a misconduct or be placed in administrative or disciplinary custody for failure to cut his hair or trim his beard.**

- f. **The FCPD will note on the Grooming Exemption Evaluation Form the following:**
 - (1) **whether the inmate's stated religion on his Grooming Exemption Request Form is consistent with the inmate's stated religion on DOCNet;**
 - (2) **how long the inmate claims to have practiced his faith;**
 - (3) **whether the request for a grooming exemption is consistent with the teachings of the faith with which the inmate identifies;**
 - (4) **whether the inmate has a basic understanding of the stated religion;**
 - (5) **whether the inmate engages in private devotional practices;**
 - (6) **whether the inmate participates in available communal religious activities consistent with his faith (as applicable);**
 - (7) **whether a Faith Group Leader supports the Grooming Exemption Request (as applicable); and**
 - (8) **any additional comments, as deemed appropriate.**
- g. **Based on the interview, the FCPD will complete the "FCPD Summary" portion on a Grooming Exemption Evaluation Form and circulate this form for staff review and vote by the DSCS/CCPM (as designated by the Facility Manager) and the Facility Manager/designee.**
- h. **The facility will act on one of the three options as outlined below.**
 - (1) **If the three staff members unanimously agree on the approval of a grooming exemption request, the FCPD will:**
 - (a) **change the status of the accommodation from "Pending Approval" to "Approved" in the Unit Management System;**
 - (b) **inform the inmate of the approval via a Grooming Exemption Decision Letter (Attachment 4-C) with a copy sent to Security, Unit Manager, Correctional Counselor, Barber Instructor, and Records;**
 - (c) **send a copy of the Grooming Exemption Evaluation Form to BTS for centralized record keeping.**
 - (2) **If the three staff members unanimously agree to disapprove a grooming exemption, the FCPD will inform the inmate of the denial via a Grooming Exemption Decision Letter.**

- (a) ***If the inmate does not grieve the grooming exemption denial within 15 working days of receiving the Grooming Exemption Decision Letter, the FCPD will:***
 - i. change the status of the accommodation from “Pending Approval” to “Disapproved” in the Unit Management System;***
 - ii. send a copy of the Grooming Exemption Decision Letter to Security, Unit Manager, Correctional Counselor, Barber Instructor, and Inmate Records;***
 - iii. send a copy of the Grooming Exemption Evaluation Form to BTS for centralized record keeping.***

- (b) ***If the inmate grieves the exemption decision within 15 working days of being notified of the disapproval, the status in Unit Management System remains as “Pending Approval” until the grievance process is exhausted. After the grievance process is exhausted, the status of the accommodation should be appropriately changed from “Pending Approval” to either “Approved” or Disapproved” in the Unit Management System.***

- (c) ***Inmates may not reapply for a grooming exemption until one year after the date of notification of the denial, revocation OR one year after notification of a final denial if the inmate grieved the decision.***

- (3) ***If there is not unanimous consensus by the three staff members, the FCPD will send a copy of the Grooming Exemption Request Form and Grooming Exemption Evaluation Form to BTS for disposition.***
 - (a) ***Within 30 working days, the BTS Director/designee will send a decision on the grooming exemption request to the facility;***

 - (b) ***Within 10 working days, upon receipt of the BTS decision, the FCPD will inform the inmate of the BTS decision via a Grooming Exemption Decision Letter;***

 - (c) ***For BTS approvals, the FCPD will change the status of the accommodation from “Pending Approval” to “Approved” in the Unit Management System;***

 - (d) ***For disapprovals, if the inmate does not grieve the BTS denial within 15 working days, the FCPD will change the status of the accommodation from “Pending Approval” to “Disapproved” in the Unit Management System;***

- (e) ***If the inmate grieves the BTS denial within 15 working days of notification, the status in the Unit Management System will remain as “Pending Approval” until the grievance process is exhausted. After the grievance process is exhausted, the status of the accommodation should be appropriately changed from “Pending Approval” to either “Approved” or “Disapproved” in the Unit Management System.***
 - (4) ***The Religion, Volunteer and Recreational Services Program Administrator, BTS, will monitor and audit grooming exemption decisions made at the facility level to ensure religious appropriateness and consistency within the Department.***
- 3. Rules for Inmate’s Approved for Grooming Exemptions**
- a. ***An inmate may voluntarily surrender a grooming exemption by notifying the FCPD via a DC-135A.***
 - b. ***Individuals with hair-or beard-length exemptions may have a 1-inch simple trim of split ends or loose beard hairs once every six months as tracked by the Barber Instructor.***
 - (1) ***Shape ups of the hairline, back of neck and around the ears will not be permitted for inmates with hair-length exemptions;***
 - (2) ***The outlining of beards will not be permitted for inmates with beard-length exemptions;***
 - (3) ***Inmates who seek the services of the facility barber for a simple trim of either their hair/beard for which they have an exemption more than every six months may have their grooming exemption revoked.***
 - c. ***Inmates with hair-length exemptions may purchase hair ties from commissary;***
 - d. ***Department policy DC-ADM 807, Section 1 governs how hair and beards can be worn. All hairstyles and beards must be able to be searched by facility staff utilizing facility security equipment or pat searches;***
 - e. ***Inmates with grooming exemptions, who use their hair/beard in which to hide contraband or for a purpose which jeopardizes the security of the facility, will have their exemption permanently revoked and lose the ability to be granted future grooming exemptions;***
 - f. ***If actions by an inmate raise a question concerning the sincerity of the religious beliefs which led to an exemption, further review by the Religious Services Department may be required and could result in the revocation of the exemption;***

- g. An inmate working in Food Services shall adhere to Department policy DC-ADM 610, “Food Services,” regarding sanitation and hygiene during working hours.**

 - (1) An inmate with a hair-or beard-length exemption shall be required to secure his hair and wear the appropriate headwear and beard net as needed during working hours;**
 - (2) All religious headgear must be kept clean and be completely covered by a hair restraint approved for use in Food Services.**
- h. If long hair or a long beard is deemed to create an unhygienic and unsafe working environment with any mechanical equipment or interferes with the effectiveness of protective or safety devices (e.g., a hardhat, hairnet, hair covering, and face or respiratory protection, etc.), and the inmate is unwilling to have his hair cut or beard trimmed, the inmate may be removed from that area of employment;**
- i. If an inmate’s appearance changes significantly, as determined by the facility, the inmate will pay for a new identification photo or will lose his exemption;**
- j. An inmate whose religious tradition requires the growing of payot (i.e, sidelocks/sidecurls), must submit a Grooming Exemption Request Form as outlined above. If approved, the Grooming Exemption Evaluation Form will note that the exemption is for sidelocks/sidecurls only;**
- k. Inmates whose faith traditions allow the cutting of their hair/beard as an expression of mourning will be permitted to have their hair/beard cut off provided:**

 - (1) the FCPD has verified the death of an inmate’s immediate family member;**
 - (2) the inmate has written approval from the FCPD/Faith Group Leader to have his hair/beard cut off prior to the inmate having his hair cut, and appropriate staff, including the Barber Instructor, have been informed of this allowance; and**
 - (3) the inmate either allows the cut off hair/beard to be discarded by the facility or pays, at his expense, for his hair/beard hair to be sent out of the facility for disposition. At no time is hair/beard hair that has been cut to be burned or buried on facility grounds.**
- l. Inmates may not reapply for the respective grooming exemption until one year after the date of notification of the disapproval, OR one year after notification of a final denial, if the inmate grieved the decision, OR one year after the inmate has voluntarily surrendered or has had his grooming exemption involuntarily revoked;**

- m. ***Inmates who refuse to comply with the provisions of this directive are subject to disciplinary action in accordance with Department policy DC-ADM 801;***
- n. ***A hair-or beard-length exemption that is approved at one facility shall remain in effect upon an inmate's transfer to another facility provided the inmate continues to demonstrate a sincerely held religious belief;***
- o. ***The Department will endeavor to recognize the grooming exemptions approved for an "Actively Serving" inmate released from the custody of the Department and who subsequently returns to the Department, provided the inmate's actions do not raise questions concerning the sincerity of the religious beliefs which led to the initial exemption approval.***

4. Record Keeping

- a. ***The FCPD will maintain organized files containing all documentation surrounding inmate requests for an exemption from the Department's Grooming Policy which originated at that facility.***
- b. ***The FCPD will maintain an updated list of every inmate in the facility with an exemption to the Grooming Policy and make this list available to the Barber Instructor and other staff as directed by the Facility Manager/designee.***
- c. ***Copies of all completed Grooming Exemption Evaluation Forms and Grooming Exemption Revocation Forms (Attachment 4-D) received in a given month, will be sent by the FCPD to BTS for centralized record keeping on no less than a monthly basis.***
- d. ***The FCPD may make use of the Grooming Exemption Tracking Form (Attachment 4-E) to assist in the tracking of process of grooming exemptions and revocations.***

5. Revoking Grooming Exemptions

- a. Voluntary Surrender of Grooming Exemptions
 - (1) ***An inmate may inform the FCPD that he is voluntarily relinquishing his grooming exemption.***
 - (2) ***The FCPD will send the inmate the Grooming Exemption Revocation Letter (Attachment 4-F) with a copy of the same being sent to Security, Unit Manager, Correctional Counselor, Barber Instructor, Inmate Records and BTS with one copy being filed in the Religious Services Department.***
 - (3) ***The FCPD will change the entry of the Grooming Exemption in Unit Management System from "Approved" to "Disapproved" within 10 working***

days of sending the Grooming Exemption Revocation Letter to the parties noted above.

b. Involuntary Grooming Revocations

- (1) An inmate who meets any of the following conditions may have his grooming exemption involuntarily revoked:**
 - (a) without authorization, inmate cut his hair/beard violating conditions of the exemption;**
 - (b) inmate now identifies with a faith tradition that does not require a grooming exemption;**
 - (c) inmates does not wear his hair/beard in accordance with Department policy;**
 - (d) inmate has used his hair/beard in which to hide contraband or to jeopardize the security of the facility; and**
 - (e) inmate sought the services of the facility barber for a trim of either his hair/beard for which he had an exemption more frequently than every six months.**
- (2) An FCPD, who has been made aware that an inmate meets any of the above criteria for an involuntary grooming exemption revocation, will complete a Grooming Exemption Revocation Form.**
- (3) The FCPD will circulate the Grooming Exemption Revocation Form for review by the DCSC/CCPM (as determined by the Facility Manager) and the Facility Manager/designee.**
- (4) If there is unanimous consensus by the three staff members to involuntarily revoke a grooming exemption, the FCPD will send the inmate a Grooming Exemption Revocation Letter within 10 working days of the unanimous decision.**
 - (a) If the inmate does not grieve the grooming exemption revocation within 15 working days of receiving the Grooming Exemption Revocation Letter, the FCPD will change the status of the accommodation from “Approved” to “Disapproved” in the Unit Management System and then send a copy of the Grooming Exemption Revocation Letter to Security, Unit Manager, Correctional Counselor, Barber Instructor, Inmate Records, and BTS.**
 - (b) If the inmate grieves the involuntary revocation within 15 working days of being notified of the revocation, the status in Unit**

Management System remains as “Approved” until the grievance process is exhausted. After the grievance process is exhausted, the status of the accommodation should be changed to “Disapproved,” if the revocation is upheld, or remains as “Approved” in the Unit Management System.

- (c) If there is not unanimous consensus by the three staff members regarding a grooming exemption revocation, the FCPD will send the Grooming Exemption Revocation Form and any relevant attachments to BTS for disposition. Within 30 working days of receipt of the documentation, the BTS Director/designee will send a decision back to the facility. If BTS has upheld the grooming exemption revocation, the FCPD will inform the inmate of the BTS decision with a Grooming Exemption Revocation Letter following the process outlined above.**
- (5) Inmates whose grooming exemptions have been voluntarily or involuntarily revoked may not reapply for the same grooming exemption until one year after being notified of a revocation.**

C. Non-Grooming Religious Accommodation Requests

1. General Guidelines

- a. Inmates seeking to be accommodated with a non-grooming related religious accommodation (e.g., request for separate services, a religious diet, a religious article, etc.), not already approved in policy, must submit a Religious Accommodation Request Form – Non Grooming (Attachment 4-G) to their FCPD.**
- b. The inmate will note on the Religious Accommodation Request Form – Non Grooming the following:**
 - (1) the name of his/her religion;**
 - (2) the kind of accommodation he/she is seeking;**
 - (3) the key teachings and practices of his/her faith;**
 - (4) description of the requested accommodation;**
 - (5) how he/she practices his/her faith in prison; and**
 - (6) a list of sacred text references or sources which support the religious reason(s) behind the requested accommodation.**
- c. Within 20 working days of receipt of a Religious Accommodation Request Form – Non-Grooming, the FCPD shall:**

- (1) *interview the inmate;*
 - (2) *complete the top portion and the “FCPD Summary” on a Religious Accommodation Evaluation Form – Non Grooming (Attachment 4-H);*
 - (3) *circulate the Religious Accommodation Evaluation Form – Non Grooming, Religious Accommodation Request Form – Non Grooming and any other attachments to the CCPM, the Food Service Manager (if applicable), Major of the Guard, the DSCS, the DSFM, and the Facility Manager for their review; and*
 - (4) *shall forward the fully processed Religious Accommodation Evaluation Form – Non Grooming, Religious Accommodation Request Form– Non Grooming and any attachments to the Director, BTS, in care of the Religion, Volunteer, and Recreational Services Program Administrator, for review by the Religious Accommodation Review Committee.*
- d. *When interviewing the inmate, the FCPD will review available materials about the religion, consult the appropriate faith group leader and BTS, if needed, and then make a recommendation for approving or denying the request on a Religious Accommodation Evaluation Form – Non Grooming.*
- e. When reviewing the inmate’s request, the following issues shall be considered:
- (1) *the least restrictive means to accommodate the request;*
 - (2) *the potential* impact this request will have on security or any other programs;
 - (3) any information about the religion, in general, that might have an affect on the facility;
 - (4) any evidence that demonstrates sincerity on the part of the inmate;
 - (5) any evidence that indicates a lack of sincerity on the part of the inmate (e.g., inmate does not attend faith group services, lacks a general understanding of major faith teachings, lacks a recommendation from the Faith Group Leader, etc.);
 - (6) any possible ramifications of approving or disapproving the request;
 - (7) whether resources, such as an *outside Faith Group Leader, space, supervisory staff* and materials are available to accommodate this request;
 - (8) *whether* a medical condition exists that raises questions about an inmate’s health being compromised if the *request was accommodated*; and

- (9) the cost of allocating resources to accommodate this request.
 - f. ***The FCPD shall summarize the specific request(s) the inmate is making and the rationale for approving/denying the accommodation requested on the Religious Accommodation Evaluation Form – Non-Grooming. The FCPD will also indicate whether he/she recommends approval or disapproval of the request.***
 - g. ***The FCPD will circulate the Religious Accommodation Evaluation Form – Non Grooming, Religious Accommodation Request Form – Non Grooming and any other attachments to the CCPM, FSM (if applicable), Major of the Guard, DSCS, DSFM and Facility Manager for review.***
 - h. ***Requests should only be routed to the Food Service Manager when accommodation requests concern religious diets or are food-related.***
 - i. ***Each staff member will note whether he/she recommends approval or disapproval of the requested accommodation. A staff person disagreeing with the recommendation of the FCPD must state the reason why he/she disagrees with the recommendation of the FCPD on the Religious Accommodation Evaluation Form – Non Grooming.***
 - j. ***Within 20 working days of the FCPD's receipt of the inmate's Religious Accommodation Request Form – Non Grooming, the FCPD shall forward the fully processed Religious Accommodation Evaluation Form – Non Grooming, Religious Accommodation Request Form– Non Grooming and any attachments to the Director, BTS, in care of the Religion, Volunteer, and Recreational Services Program Administrator, for review by the Religious Accommodation Review Committee.***
2. Bureau of Treatment Services Responsibilities
- a. The BTS ***will record the date each Religious Accommodation Evaluation Form – Non Grooming and related attachments are received.***
 - b. The Director, BTS, shall ensure that:
 - (1) The Religious Accommodation Review Committee (RARC) meets ***monthly***, or as needed, to ***review and recommend*** whether requests should be accommodated and to maintain consistency throughout the Department; and
 - (2) The RARC consults with representatives of various religions and Department staff, when necessary, ***to evaluate each request.***
 - c. The Director/designee, BTS shall serve as the chairperson of the RARC.
 - d. ***The Director/designee, BTS, shall review each accommodation request in light of the facility recommendations and review recommended decisions with***

Central Office Security and the Chief of Food Services Division (as needed). The Office of Chief Counsel shall designate an attorney to review recommendations made by the RARC.

- e. The Director/designee, BTS, in consultation with RARC, shall, within **30 working** days of receiving **the Religious Accommodation Evaluation Form – Non-Grooming** and related attachments, prepare a formal suggested response to each religious accommodation for review by the respective Regional Deputy Secretary.
- f. The Director/designee, BTS, shall forward the **formal suggested response, the Religious Accommodation Evaluation Form – Non-Grooming , Religious Accommodation Request Form – Non-Grooming** and any other information supplied by the facility to the **respective** Regional Deputy Secretary for review and final approval/disapproval.
- g. The Regional Deputy Secretary shall, within **15 working days** of receiving the recommendation from the Director/designee, BTS, approve/disapprove the request and notify the Director/designee, BTS, of the decision.
- h. The Director/designee, BTS, shall, within **10 working days of receiving the response from the Regional Deputy Secretary**, inform the Facility Manager and the FCPD **at the facility where the request originated of the final religious accommodation decision.**
- i. **The Director/designee, BTS, shall maintain and file all copies of final religious accommodation request decisions and shall, in an abbreviated fashion, inform the Secretary and Deputy Secretaries of all final decisions.**
- j. The FCPD shall inform the affected inmate of the outcome of his/her request **by giving the inmate a copy of the final decision letter signed by the Regional Deputy Secretary** no later than **10 working** days from the date that **the final religious accommodation decision** was received.
- k. **As applicable, the FCPD will note the change of status of appropriate religious accommodation request decisions (e.g., diet accommodations, etc.) in the Unit Management System.**

3. Religious Diets¹

a. Overview

- (1) **In addition to the balanced diet of foods provided by the Department, the Department seeks to accommodate the sincerely held religious beliefs of inmates as it relates to their dietary requirements.**

¹ 4-4319

- (2) An inmate seeking to be accommodated with a religious diet must submit a Religious Accommodation Request Form – Non Grooming to his/her FCPD. The FCPD will follow the steps outlined in Subsection C.1. above in processing this request.**
- (3) An FCPD who receives a Religious Accommodation Request Form – Non Grooming for a religious diet will give the requesting inmate the resource, Religious Diets in the Department (Attachment 4-I). This resource explains the religious diets available in the Department and the rules regarding religious diet program participation.**
- (4) For religious diet requests, the FCPD shall note on the Religious Accommodation Evaluation Form – Non Grooming whether or not the inmate is currently on a therapeutic diet, and if, according to the Medical Department, approving the inmate for the religious diet requested will potentially interfere with any health condition or regimen of medicine the inmate receives.**
- (5) The procedures for processing religious diet requests follows the same procedures as for all non-grooming accommodation requests as noted above with the exception that accommodation requests for religious diets and those or that are food-related must be reviewed by the Food Service Manager.**
- (6) The FCPD may make use of the Religious Diet Tracking Form (Attachment 4-J) to assist in the tracking of process of requests for and revocations of religious diet requests.**

b. Approvals

When a facility receives notification from the BTS that an inmate has been approved for a religious diet, the FCPD, no later than 10 working days from the date that the facility received the approval decision, shall follow the process listed below.

- (1) as applicable, the inmate will sign a Release From Responsibility for Medical Treatment (refer to Department policy 13.2.1) if the inmate wants to forgo his/her Therapeutic Diet for the approved religious diet. An inmate, on a Therapeutic Diet, who does not sign the Release from Responsibility for Medical Treatment Form, will be informed that he/she will not be able to commence with the religious diet until the form is signed;**
- (2) consult with the Food Service Manager to determine when the religious diet accommodation will commence. The diet must commence within 10 working days of when the facility received the approval decision;**

- (3) ***note when the diet will commence on the Religious Diet Memo of Understanding (Attachment 4-K) and have the inmate sign this Memo of Understanding;***
- (4) ***prepare (as necessary) and give the inmate:***
 - (a) ***a copy of the final decision letter signed by the Regional Deputy Secretary;***
 - (b) ***a Religious Diet Accommodation Card (Attachment 4-L);***
 - (c) ***a copy of the signed Religious Diet Memo of Understanding;***
 - (d) ***provide the Food Service Manager, Correctional Counselor, Inmate Records and the BTS with a copy of the signed Religious Diet Memo of Understanding. The FCPD will also keep a copy of this memo for his/her files; and***
 - (e) ***Religious Diet Accommodation Card***
 - i. ***An inmate approved for a religious diet will be issued a Religious Diet Accommodation Card. This card will be given to the inmate in exchange for the inmate signing a Religious Diet Memo of Understanding.***
 - ii. ***The inmate will surrender this card to the FCPD at the end of every calendar year for renewal, provided the inmate remains compliant with the religious diet; and/or if the religious diet is voluntarily relinquished or involuntarily revoked.***
 - iii. ***Inmates who fail to surrender the Religious Diet Accommodation Card upon request by the FCPD will face inmate discipline in accordance with Department policy DC-ADM 801.***
 - iv. ***An inmate who is transferred to another Department facility or who returns to the Department must, within 15 working days of his/her arrival at a facility, notify the FCPD that he/she previously received a religious diet. If the inmate remained in compliance with the religious diet rules prior to his/her transfer/release to the community, and if he/she wishes to receive the same diet, the inmate must reapply for the diet via the accommodation process and this diet will be approved. This application will not count against the total number of times the inmate is approved for the same diet.***

- v. ***Voided Religious Diet Accommodation Cards will be attached to a copy of the Religious Diet Revocation Letter (Attachment 4-M) as noted below and filed with the Religious Services Department.***

c. Religious Diet Denials

- (1) ***An inmate denied a religious diet by the Regional Deputy Secretary is to be notified by the FCPD via copy of the final decision letter signed by the Regional Deputy Secretary within 10 working days of the receipt of the final decision.***
- (2) ***An inmate who has been denied a religious diet may not reapply for consideration for the same religious diet until one year after the date noted on the final decision letter signed by the Regional Deputy Secretary, provided he/she is able to more clearly demonstrate the sincerity of his/her faith.***

d. Voluntary Surrender of a Religious Diet

- (1) ***An inmate, who elects to voluntarily stop receiving an approved religious diet, must notify the FCPD via a DC-135A.***
- (2) ***For all inmate initiated decisions to voluntarily relinquish a religious diet, the FCPD will have the inmate sign the “Voluntary Surrender of a Religious Diet” portion (Part A) of the Religious Diet Revocation Letter.***
- (3) ***The inmate will surrender his/her Religious Diet Accommodation Card to the FCPD who will staple the voided card to the Religious Diet Revocation Letter.***
- (4) ***The FCPD will send a copy of the Religious Diet Revocation Letter to the Food Service Manager, Unit Manager, Correctional Counselor, Inmate Records and the BTS.***
- (5) ***Upon receipt of the Religious Diet Revocation Letter by Food Services, the preparation of this religious diet accommodation by Food Services will cease.***
- (6) ***The FCPD will change the Religious Diet entry in the Unit Management System from “Approved” to “Disapproved” within 10 working days of the circulation of the Religious Diet Revocation Letter.***
- (7) ***The inmate must wait one year from the time he/she signed a Religious Diet Revocation Letter to again request this diet.***

e. ***Involuntary Revocations of a Religious Diet***

- (1) ***An inmate who is not compliant with the rules concerning religious diet participation will be sent a Religious Diet Non-Compliance Warning (Attachment 4-N) by the FCPD. The FCPD will note on this warning how the inmate has not been compliant with religious diet program rules. The Religious Diet Non-Compliance Warning will serve as notice that the inmate was counseled and that any further non-compliance with the rules surrounding being accommodated with a religious diet will result in the involuntary revocation of the inmate’s religious diet.***
- (2) ***If, after receiving a Religious Diet Non-Compliance Warning, the inmate is non-compliant with the rules concerning religious diets, the FCPD will complete and circulate a Religious Diet Non-Compliance Evaluation (Attachment 4-O) to the staff members listed for their vote. The completed Religious Diet Non-Compliance Evaluation will be returned to the FCPD.***
 - (a) ***If there is agreement on the part of the staff members voting on the Religious Diet Non-Compliance Evaluation to revoke the diet, and if the reason for the ongoing non-compliance is that the inmate is missing more than three consecutive religious diet meals or missing more than six religious diet meals in this two-week period, then the preparation of this religious diet accommodation by Food Services will cease.***

NOTE: The FCPD will complete the “Non-Voluntary Revocation” portion (Part B) of the Religious Diet Revocation Letter and send the Religious Diet Revocation Letter to the inmate with a copy to the Food Service Manager, Unit Manager, Correctional Counselor, Inmate Records and the BTS within 10 working days.

- (b) ***If the reason the inmate is being recommended to have his/her diet revoked is for some other reason than not receiving the meals (e.g., inmate was caught eating from mainline, etc.), but the inmate continues to regularly receive his/her religious diet, then the Religious Diet Non-Compliance Evaluation will be forwarded to the BTS for disposition. BTS will be sent the Religious Diet Non-Compliance Evaluation within 20 working days of its being circulated.***
 - i. ***If the BTS concurs that the religious diet should be involuntarily revoked, the Director, BTS will send the FCPD, within 30 working days of receipt of the Religious Diet Non-Compliance Evaluation notice for the FCPD to complete the “Non-Voluntary Revocation” portion (Part B) of the Religious Diet Revocation Letter.***
 - ii. ***The Religious Diet Revocation Letter will be completed by the FCPD within 10 working days of receipt of the BTS decision.***

- iii. ***The FCPD will send the Religious Diet Revocation Letter to the inmate with a copy to the Food Service Manager, Unit Manager, Correctional Counselor, Inmate Records and the BTS.***
- iv. ***Upon receipt of the Religious Diet Revocation Letter by Food Services, the preparation of this religious diet accommodation by Food Services will cease.***
- v. ***The inmate will surrender his/her Religious Diet Accommodation Card to the FCPD who will staple the voided card to the Religious Diet Revocation Letter.***
- vi. ***The FCPD will change the Religious Diet entry in the Unit Management System from “Approved” to “Disapproved” within 10 working days of receipt of the BTS decision.***
- vii. ***The inmate must wait one year from the time the religious diet was involuntarily revoked to again apply for this diet.***
- viii. ***Inmates removed from a religious diet three times will not be approved for future requests for the religious diet.***

f. *Religious Diet Recording Keeping*

- (1) In consultation with the Food Service Manager, the FCPD shall maintain a current list of inmates receiving religious diets.
- (2) ***BTS will track which inmates were approved for and denied a religious diet.***

g. *Unusual Diet Requests*

- (1) ***An inmate who seeks a religious diet other than one offered by the Department must indicate in his/her Religious Accommodation Request Form – Non-Grooming how he/she thinks the Department can best accommodate his/her religious dietary requirements.***
- (2) ***When an FCPD receives a request that concerns a special religious diet, he/she must note on the Religious Accommodation Evaluation Form – Non-Grooming, the specific food(s) the inmate believes he/she cannot eat or believes he/she must eat for religious reasons.***
- (3) ***The FCPD will consult with a Faith Group Leader knowledgeable of the faith with which the inmate identifies to discern a least restrictive means, in light of facility limitations and resources, to accommodate the request.***

- (4) ***The facility will recommend whether, in light of security, budgetary, and resource limitations, it believes it can meet the request and then forward the request to the BTS for processing as outlined above.***

D. Other Accommodations

1. ***Only in rare cases will the Department allow an inmate to be excused from work without pay in order for the inmate to comply with work proscription laws of his/her faith. The Department accommodates inmates with work proscription as outlined in specific holy day memos originating with the BTS.***
2. ***Inmates approved for work proscription via a religious accommodation or via a holy day memo issued by the BTS, shall remain in their cells or dormitory area on the determined day(s), and further refrain from all non-mandated activities. When directed by staff, inmates may leave their cells or dormitory areas to accomplish routine facility practices such as showers and meals.***
3. ***Inmates who seek to be excused, for religious reasons, from working on a recurring day of the week, will be directed to seek employment opportunities at the prison which do not necessitate working on the day the inmate considers a holy day.***
4. ***Requests by inmates, for religious reasons, to clean their cells on a day other than the day as designated as such by his/her respective unit, will be deferred to Unit Management staff for disposition.***

GROOMING EXEMPTION REQUEST FORM

An inmate seeking an exemption to the Department's Grooming Policy for **religious reasons** must submit a **Grooming Exemption Request Form** to his/her FCPD.

LAST Name:	FIRST Name:	DOC #:
Facility:	Name of Religion:	
Date: ____ / ____ / 20____	Housing Unit:	DC inmate? (circle) Yes No AC inmate? (circle) Yes No
<p>Mark the Grooming Exemption you are seeking below: (check all that apply)</p> <p><input type="checkbox"/> HAIR-Length <input type="checkbox"/> BEARD-Length <input type="checkbox"/> Sidelocks/Sidecurls <input type="checkbox"/> Other _____</p>		
<p>A. Describe the religious reasons why you are requesting an exemption to the Department's Grooming Policy. Attach additional sheets as necessary.</p>		
<p>B. OTHER THAN teachings of your faith on hair/beard-length, list key beliefs and practices of your faith tradition. Attach additional sheets as necessary.</p>		
<p>C. Describe how you practice your faith in prison. Attach additional sheets as necessary.</p>		
<p>D. List any book references or sources which support the religious reason you state for needing an exemption to the Department's Grooming Policy.</p>		
Inmate Signature:	____ / ____ / 20____	Date request prepared by inmate
FCPD Signature:	____ / ____ / 20____	Date FCPD rec'd and noted PENDING APPROVAL in UMS

RELIGIOUS ACCOMMODATION REQUEST FORM - Non-Grooming

Each inmate seeking a religious accommodation – other than for an exemption to the Department’s Grooming Policy - must submit a **Religious Accommodation Request Form – Non-Grooming** in order for the request to be considered. Requests on behalf of a group of inmates are not accepted. Identical requests may be grouped by the FCPD who may prepare one response. For an exemption to the Department’s Grooming Policy, ask your FCPD for a **Grooming Exemption Request Form (4-A)**.

LAST Name:	FIRST Name:	DOC #:	SCI:
Name of Religion:	Housing Unit:	DC inmate? (circle) Yes No AC inmate? (circle) Yes No	
Which accommodation are you seeking for religious reasons? (check all that apply)			
<input type="checkbox"/> Kosher Diet <input type="checkbox"/> No Animal Products Diet <input type="checkbox"/> Other Diet <input type="checkbox"/> Holy Day Accommodation <input type="checkbox"/> Separate Group Meeting <input type="checkbox"/> Religious Article <input type="checkbox"/> Other Accommodation			
A. Summarize the accommodation you are requesting.			
<p>For Religious Diet Requests Only: Are you currently on a therapeutic diet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your therapeutic diet: _____ If your religious diet request is approved, could receiving the religious diet interfere with any health condition, allergy or regimen of medicine that you receive? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain.</p>			
C. Explain the key teachings and practices of your faith. Attach additional sheets as necessary.			
D. Describe how you practice your faith in prison. Attach additional sheets as necessary.			
D. List any book references or sources which support the religious reason supporting your accommodation.			
Inmate Signature:		_____/_____/20____ Date request prepared by inmate	
FCPD Signature:		_____/_____/20____ Date request rec'd by FCPD	

RELIGIOUS DIETS IN THE DEPARTMENT

A. Religious Diets Offered in the Department

1. Alternative Protein Source Entrée
 - a. No Religious Accommodation Request Form is required to receive the Alternative Protein Source Entrée as their entrée is offered as an option on the Regular Mainline Menu.
 - b. The Alternate Protein Source Entrée does not contain animal flesh or any animal by-products.
 - c. An inmate who resides on a Security Level 5 Housing Unit must sign up to receive the Alternative Protein Source Entrée at the time the facility requires a meal choice be made by submitting a **DC-135A, Inmate's Request to Staff Member** to his/her Unit Manager.
2. No Animal Products Diet
 - a. The No Animal Products Diet is approved for bona fide religious reasons only.
 - b. An inmate seeking a No Animal Products Diet must submit a **Religious Accommodation Request Form – Non-Grooming (Attachment 4-G)** to his/her Facility Chaplaincy Program Director (FCPD).
 - c. The food items on the No Animal Products Diet are free from all animal flesh and any animal-derived food sources or by-products (e.g., meat, milk, dairy/cheese, egg, fish or food items containing meat and/or other animal-derived food sources).
 - d. The items on the No Animal Products Diet are not kosher.
 - e. Entrees on the No Animal Products Diet are the same as the Alternative Protein Source Entrees being offered as an option on the Regular Mainline Menu.
 - f. Soy milk is served at breakfast on the No Animal Products Diet.
 - g. Food items such as macaroni salad and potato salad are made with a vinaigrette dressing or served plain on the No Animal Products Diet, since mayonnaise contains eggs.
 - h. Most of the desserts on the No Animal Products Diet are either fresh or canned fruit since a majority of the other desserts, such as ice cream, baked goods, and puddings, contain eggs and/or milk.
3. Kosher Bag Diet Meals
 - a. Kosher Bag Diet Meals are approved for bona fide religious reasons only.
 - b. An inmate seeking a Kosher Diet must submit a **Religious Accommodation Request Form – Non Grooming (Attachment 4-G)** to his/her FCPD.
 - c. The food items served on the Kosher Diet will all be kosher.
 - d. The Kosher Diet menu will typically consist of the following:
 - (1) Breakfast: fresh fruit, cold cereal, bread, peanut butter, jelly, milk.
 - (2) Lunch: raw vegetables, fresh fruit, bread, graham crackers, peanut butter or marinated bean salad, jelly, beverage.
 - (3) Dinner: raw vegetables, fresh fruit, bread, graham crackers, cottage cheese or marinated bean salad, jelly, beverage.
 - e. There are no substitutions for the Kosher Diet due to medical or food-related conditions.
 - f. During Passover, adjustments to the Kosher Bag Diet Meals are made to accommodate Passover restrictions.

B. Religious Diet Program Rules

1. An inmate approved for a religious diet:

- a. Must report consistently for and receive all scheduled religious diet meals.
 - b. Must not receive or take more than the assigned amount or number of meals.
 - c. Must not take or eat from a regular serving line tray.
 - d. Must not knowingly misuse any portion of the religious diet meal or give any part of the religious diet to another inmate.
 - e. Understands that his/her compliance with the program shall be monitored.
 - f. Understands that he/she may voluntarily request to be taken off the above diet by submitting a **DC-135A** to his/her FCPD. The FCPD will in turn have the inmate sign a **Religious Diet Revocation Letter**. Upon the completion of the **Religious Diet Revocation Letter**, the inmate will no longer be accommodated with the religious diet.
 - g. Understands that he/she will be considered non-compliant with the religious diet program if he/she:
 - (1) Misses three consecutive meals or more than six meals in a two week period;
 - (2) Is observed taking or eating from a regular mainline tray;
 - (3) Orders food from commissary that is in violation of the faith teachings of the religion for which the inmate claimed to need a religious diet accommodation;
 - (4) Changes his/her religious preference to a religion for which the diet is not a tenet of the religion;
 - (5) Upon transfer to a different facility or upon arrival to the Department, does not inform the FCPD within 15 working days of his/her arrival, that he/she previously received and was in compliance with a religious diet at the facility from which he/she was transferred or released.
 - h. Understands that if he/she has voluntarily removed himself/herself and/or has been involuntarily removed (for non-compliance) from a religious diet three times, he/she will not be approved for future requests for the religious diet.
2. An inmate seeking a religious diet who is currently receiving a Therapeutic Diet for medical reasons, has a food allergy or is receiving a snack bag and still wishes to receive a religious diet, must, upon approval of a religious diet, sign a **Release from Responsibility for Medical Treatment Form (13.2.1, Section 1)** and present a copy of this form to the FCPD prior to being accommodated with a religious diet.
 3. An inmate found not in compliance with a religious diet will receive a **Religious Diet Non-Compliance Warning**. If, after receiving this warning, the inmate continues to be found in non-compliance with the diet, the FCPD will circulate a **Religious Diet Non-Compliance Evaluation** among facility staff and send it to the Religious Accommodation Review Committee for disposition.
 4. An inmate who has voluntarily relinquished his/her religious diet, or who was removed from the religious diet voluntarily for non-compliance reasons, understands that if he/she wishes, at some future time, to receive the same diet, that he/she must wait one year from the time he/she was formally removed from the previous diet to again request the diet.
 5. An inmate who is transferred to another Department facility or who returns to the Department must, within 15 working days of his/her arrival at a facility, notify the FCPD that he/she previously received a religious diet. If the inmate remained in compliance with the religious diet rules prior to his/her transfer/release to the community, and if he/she wishes to receive the same diet, the inmate must reapply for the diet via an accommodation process and this diet will be approved. This application will not count against the total number of times the inmate is approved for the same diet.

Questions about any aspect of the Department's religious diet program should be referred to the FCPD.

Accoutrements (Religious) – Clothing and other accessories worn or used by religious leaders to conduct sacred religious rites and ceremonies.

Bureau of Treatment Services (BTS) – The division of the Department that oversees treatment efforts and the assessment and classification of inmates.

Chaplain – A Facility Chaplain, Religious Contract Service Provider (also referred to as a Contracted Chaplain) or Religious Vendor who is authorized and approved by the Department to conduct and supervise religious services, engage in spiritual and grief counseling, conduct rounds and other duties as assigned.

Corrections Classification and Program Manager (CCPM) – The CCPM is responsible for planning, organizing, and directing a broad range of inmate programs under the direction of the Deputy Superintendent for Centralized Services.

Custody Level 5 – This level is assigned to those inmates who have demonstrated, through a pattern of maladjustive, assaultive behavior, or through a need for protection that they require a high degree of structure and security. They require continual direct and indirect supervision by staff. These inmates are afforded the opportunity to participate only in selected programs in his/her cell or in small, controlled, highly supervised groups on the housing unit. They are inmates who either would pose a high level of risk to others or may be at risk themselves if permitted access to general population areas. When out of his/her cell, he/she is always under escort, except as otherwise permitted by the Program Review Committee. They receive visits only in the housing unit, or designated secure areas and the visits are non-contact. Custody level 5 is the most restrictive level and inmate assigned to this level should be housed in units with a security level rating of 5.

Department - The Pennsylvania Department of Corrections.

Encryption – The process of transforming information or data into a form or code to make it unreadable or not easily understood to anyone except those possessing special knowledge.

Facility Chaplain – A Department full- or part-time employee assigned as *an authorized religious leader* to a facility to conduct *and supervise* religious services, *engage in* spiritual *and grief* counseling, *conduct rounds and other duties as assigned* and who falls under the supervision of the Facility Chaplaincy Program Director (FCPD).

Facility Chaplaincy Program Director (FCPD) – The Facility Chaplaincy Program Director (FCPD) is responsible to supervise all religious department staff, whether a *Department employee, a religious Contract Service Provider, Vendor, Volunteer or Public Visitor* and *to monitor, schedule and coordinate* all permitted religious services, activities and programs within the facility *in concert with security*.¹ *The FCPD is responsible to process all requests for religious advisors and accommodations and is accountable to the CCPM.*

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**DC-ADM 819, Religious Activities Procedures Manual
Glossary of Terms**

Faith Group Leader – The designated **Facility Chaplain, Religious Contract Service Provider, Religious Vendor**, Volunteer or **Public Visitor** who **facilitates and/or supervises approved primary religious gatherings and/or religious instruction classes for a particular faith group.**

Grooming Exemption Request Form – **The form by which inmates can request an exemption to the Department’s Grooming Policy for religious reasons.**

Immediate Family Member – **Immediate family members are defined as spouse (legal or valid common law), children, parents, grandparents, brothers, sisters, aunts, uncles or step-relatives with whom the inmate has made his/her home. Such relationships must be verifiable in the inmate’s record.**

Incoming Publications Review Committee (IPRC) – **A committee of three personnel selected by the Facility Manager/designee at each facility that reviews incoming mail that may contain prohibited materials.**

Inmate Peer Facilitator – **An inmate approved in writing by the Facility Manager/designee and the FCPD to guide religious activities in the temporary absence of a faith group leader.**

Interfaith – **That which involves persons, services, or programs of different religious faiths.**

Judicatory – **An administrative structure or organization found in religious denominations which serves as a liaison between the local congregation and the regional, national, or international religious body.**

Monstrance – **A receptacle in which the host is held for Catholic Mass.**

Payot – **The Hebrew word for sidelocks/sidecurls which Orthodox Jewish inmates are commanded to wear.**

Phylacteries/Tefillin – **Either of two small leather boxes, each containing strips of parchment inscribed with quotations from the Hebrew Scriptures, one of which is strapped to the forehead and the other to the left arm. In obedience to Deuteronomy 6:8, “Tie (these commandments) as symbols on your hands and bind them on your foreheads,” Orthodox Jewish practitioners wear Phylacteries/Tefillin during morning prayers, except on the Sabbath and Jewish holy days.**

Pipestone – **(also called Catlinite or pipe clay) A type of argillite (metamorphosed mudstone), usually brownish-red in color, which occurs in a matrix of Sioux quartzite. Because it is fine-grained and easily worked, it is prized by Native Americans for use in making sacred pipes.**

Primary Religious Gathering – **The gathering regarded by each respective faith as having primary religious significance for corporate religious expression (e.g., Jum’ah for Muslims, Circle/Hoop for Native Americans, Mass for Catholic Christians, a worship service for Protestant Christians, Shabbat service for Jews, etc.). Accommodated holy**

day observances (e.g., Eid Prayer, Christmas Services, Passover Seder, etc.) are also considered primary religious gatherings.

Proselytize – To attempt to convert people to another opinion and, particularly, another religion.

Public Visitor – A person from the community who voluntarily performs his/her service while under constant supervision of correctional personnel (Facility Chaplain or Contract Service Provider). Persons designated as Public Visitors include individuals who visit correctional facilities and Community Corrections Centers intermittently (e.g., for special events and programs or as guest speakers or entertainers).

Religion, Volunteer and Recreational Services Program Administrator – The staff member assigned to the Bureau of Treatment Services responsible for the coordination and monitoring of religious, volunteer and recreational services.

Religious Accommodation Request Form–Non Grooming – The form by which inmates can request a non-grooming related religious accommodation (e.g., a religious diet, a special religious article, a special religious observance, etc.).

Religious Accommodation Review Committee (RARC) - A committee comprised of various Faith Group Leaders and Central Office staff (i.e., **Bureau of Treatment Services, Security, **Bureau of Health Care Services**, etc.) that reviews inmate requests for religious accommodations.**

Religious Activity – Any primary religious gathering, holy day observance, instructional class, seminar, retreat or other activity sponsored by the Religious Services Department.

Religious Advisor – An individual from the outside community endorsed/ordained/licensed/authorized by an outside faith community/organization (e.g., church, mosque, synagogue, etc.) to counsel and guide others in their spiritual journey.

Religious Articles Catalog – A catalog of approved religious articles that inmates may purchase and possess for individual devotional use.

Religious Contract Service Provider – Also referred to as a “Contracted Chaplain,” a Religious Contract Service Provider is an individual or agency that provides goods or services to the Department for monetary reimbursement. These services include: the care, custody, and control of inmates, facilitating and supervising religious gatherings, conducting rounds and counseling, and other assignments befitting religious leaders.

Religious Services Area – The area of the facility designated for use for all religious activities (also referred to as the chapel).

Religious Services Department – The Department which oversees religious activities for each facility.

DC-ADM 819, Religious Activities Procedures Manual
Glossary of Terms

Religious Vendor – An individual (e.g., priest, imam, rabbi, minister, etc.) representing a religious organization (e.g., Diocese, Islamic Center, Synagogue, Ministry, etc.) that provides services (e.g., leads spiritual gatherings, counsels inmates, and conducts rounds) to the department with monetary reimbursement being made to the religious organization the vendor represents. Religious vendors have limited direct inmate contact. Religious vendors must be escorted and supervised by department staff at all times while in the facility.

Tallit/Prayer Shawl – A Jewish prayer shawl typically made of wool. In obedience to Numbers 15:38, “Throughout the generations to come, make tassels on the corners of your garments...,” observant Jews cover their outer clothes with a tallit when they pray. The Tallit has special twined and knotted fringes known as tzitzit attached to its four corners.

Volunteer – An individual from the community who, at no cost or compensation, offers services, programs, education, or other assistance to inmates on a regular basis. Volunteers must be supervised by a FCPD, Facility Chaplain, Contracted Service Provider or a correctional staff member.